



NEWPORT VISUAL ARTS CENTER RENTAL GUIDELINES AND POLICIES

The Newport Visual Arts Center (VAC) is owned by the City of Newport ("City") and managed by the Oregon Coast Council for the Arts (OCCA). These rental guidelines and policies are designed to ensure the safe usage of the VAC and to protect the City's investments in the building.

KEYS: Before acceptance of entry key, renters must sign a rental application form or an invoice and arrange for key pick up prior to event. All keys must be returned as instructed. A replacement fee of \$50 will be charged for unreturned keys.

ACCESS and rental of a VAC classroom provides access to the room and second floor rest rooms. Rental does not provide access to the first floor or other rooms in the building. Access the building through the second- or third-story entrances and do not provide access through the first-floor entrance. Access through the first-floor entrance is prohibited. The exterior door that provides access to your rental room may remain unlocked during your rental period; all other doors must remain locked. Rental of Room 205 (2W) includes use of 12 8x3 tables, and 3 6x3 tables, up to 75 chairs, white board, projector screen and access to kitchen for counter space and making coffee. Rental of Room 302 (3W) includes use of 4 5x2.5 foot tables, 14 chairs, a projector screen and a small kitchen for making coffee.

PAYMENT PRIOR TO EVENTS: Rental payments must be received before actual event(s). Rentals are not considered confirmed until time of payment.

CHECK-OUT LIST: See attached check-out list and follow closely. Return signed check-out list with keys in the envelope provided.

ROOM CAPACITY: Renters are responsible for not exceeding room capacity, so as to provide for the safety of all users and to meet fire codes. The total capacity for Room 205 is 75 persons; capacity for 302 is 25 persons.

FIRE EXITS: Do not block any fire exits (doors with exit signs above them).

DECORATIONS, WALLS, WINDOWS AND MIRROR: Free-standing decorations are preferred. Do not affix anything to ceiling, walls, doors or columns. Only masking tape (blue painters tape preferred) may be used to affix items to windows. No pushpins. Candles or open flames are prohibited. Do not move hanging mirror without prior permission.

SMOKING: Smoking is prohibited inside all rooms and within 10 feet of entry doors and windows.

NOISE: Renters are responsible for following local noise ordinances. After 10pm, restrict noise outside the building.

WEAPONS AND CONTROLLED SUBSTANCES: Weapons and controlled substances are strictly prohibited.

ALCOHOL: Alcohol must be served responsibly in accordance with the Laws, Rules Regulations of the State of Oregon Liquor Control Commission. Alcoholic beverages may not be sold without proper permits. Alcoholic beverages cannot be served to any person who is under the age of 21. Alcoholic beverages cannot be served to any person who is visibly intoxicated.

MINORS: Renters must be 18 years of age or older. Activities for minors, age 17 and under, must be supervised by adults.

SCHEDULING, CANCELLATIONS AND REFUNDS: Rooms will be scheduled on a first-come, first-served basis. Reservations may be made up to a maximum of twelve (12) months prior to the desired date and are preferred at least 24 hours prior to the rental. The date is reserved when application and payment are received. Full refunds will be granted one calendar week before rental date; 50% refund will be granted 72 hours before rental date; and no refunds will be granted without 72-hour notice. Refunds will not be made for events not utilizing the full rental time period.

DISRUPTIVE USES: Users of the rental rooms may be asked to leave if use is deemed disruptive or in any way contrary to OCCA policy. OCCA staff may enter and remain in a meeting room during a scheduled event.

GENERAL LIABILITY: All rental rates are based on regular and normal wear and tear. Usage beyond regular and normal use will result in extra charges. Any property damage beyond normal wear and tear may be replaced or repaired at the option of the City or the OCCA Board of Directors at the user's expense. Liability will be the actual repair or replacement cost. The applicant holds the City and OCCA, their employees, and agents harmless from any claim, loss, or liability arising out of or related to the applicant's use of the premises, or from any condition of the used premises, including any such claim, loss or liability which may be caused by or contributed to in whole or in part by the City or OCCA, their employees and agents. The applicant indemnifies the City and OCCA, (1) for any damage to the City's or OCCA's property occurring during the use thereof, whether or not the applicant is responsible therefore and (2) for expenses and costs, including attorney's fees, incurred by the City or OCCA or its employees and agents, in defending against any claims or demands for losses or liability arising from or related to the applicant's use of the premises.

Signature _____ Printed Name _____

FAILURE TO FOLLOW THESE GUIDELINES AND ATTACHED CHECK-OUT LIST COULD RESULT IN FORFEITURE OF ROOM DEPOSIT OR FUTURE USE PRIVILEGES.

If you have special needs or questions, please contact Suzan Brewer, 541-265-6540, or Tom Webb, 541-265-6569, to make arrangements.



Welcome to the Newport Visual Arts Center (VAC). We appreciate your use of the VAC and look forward to working with you in the future. Please follow the check-out list below so that we can preserve recent improvements to the space and keep it presentable for the next renter. See bulletin board for additional updates.

Return this check-out form along with your set of keys in the envelope provided.

Check-Out List for Users

--Check boxes as you complete items--

Event _____ **Date** _____

- Return all tables and chairs to their proper configuration.** See map on back (and on wall) for tables' and chairs' configuration. After placing chairs at tables, first place extra chairs in the closet (see map, don't stack chairs too high in closet), and any additional chairs in the room's southwest corner (see map and photos).
- Empty all trash and recycling. Take all glass with you.** The shed for trash and recycling is outside, south of the room entrance. (The key is hanging in the kitchen.) Please replace room and kitchen trash and recycling bags with the new bags provided.
- Lock both doors** (double check to make sure the exterior door is fully closed and locked).
- Return key as instructed.**
- Sweep up debris and mop up spills.** (Brooms & mops are in unlocked janitor's room [see map]).
- Close all windows.**
- Remove all tape from windows.**
- Remove all private property.**
- Return mirror and any other items to original location. Do not move hanging mirror without prior permission.**
- Turn off all lights.**

If you have used the kitchen:

- Wash, dry and put away all dishes.** Towels are in the drawer by microwave. Empty dishwasher.
- Clean the sink.**
- If used, wipe down stove and oven.**
- Wipe down counters and tables.**
- Turn off oven.**

Signature _____ **Printed Name** _____

Thank you for returning this space to its appropriate condition for the next user.

See map and photos on wall for placement of chairs and tables.

Failure to follow this check-out list could result in forfeiture of room deposit.