



OREGON COAST COUNCIL FOR THE ARTS

Newport Visual Arts Center Rental Policies & Guidelines

Please Read Carefully

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: Rental of a VAC classroom provides access to the room and second-floor restrooms. 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 10 8’x3’ tables, and 4 6’x3’ tables, up to 44 chairs, white board, projector screen and access to kitchen for counter space and making coffee. Rental of Room 302 (3W) includes use of 4 5’x2.5’ tables, 14 chairs and a projector screen.

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.

KITCHEN USE: Unless the kitchen usage fee has been paid, kitchen use is limited to counter space. If kitchen usage fee has been paid, usage includes appliances, plateware, silverware and other kitchen supplies. Usage does not include the formal, white plateware.

CLEANING EQUIPMENT: Mops, brooms and other cleaning equipment are located in the Utility Room located on the second-floor hallway. Mop and sweep as needed to return rooms to previous condition.

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.

TABLES AND CHAIRS: The tables and chairs in Room 205 will be set up in classroom style. Renters are free to re-arrange (move and take down) tables and chairs to meet their needs, but tables and chairs must be returned to their original arrangement (see schematics posted in the the room). If taking down tables, do not store in hallway or kitchen (store tables in a room corner). Blue chairs must be returned to their portable rack.)

WINDOWS: Windows can be opened in both rental rooms. Close all windows upon leaving.

SMOKE/FIRE ALARM: In the case of a smoke or fire alarm being activated, renters must exit the building immediately through the nearest exit and await confirmation that the building is safe before re-entering.

EMERGENCIES: In the case of immediate physical harm, medical emergency or fire, call 911. In the case of other emergencies, call the Newport Police non-emergency line at 541-265-4231.

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, windows or lights. Only masking tape (blue painters tape preferred) may be used to affix items to doors, walls or columns. No pushpins. Candles or open flames are prohibited.

HANGING MIRROR: Do NOT move hanging mirror without prior permission.

SMOKING: Smoking and vaping are prohibited inside rooms and within 10 feet of doors/windows.

TRASH/RECYCLING: The building trash/recycling area is south of the exterior entrance to Room 205 (second floor) and is unlocked. Green bins are for trash; blue bins are for recycling. Glass items are not recyclable and must be taken by renters upon leaving the building. Replace trash bags with those located in the bottom of trash baskets.

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

WEAPONS & CONTROLLED SUBSTANCES: Weapons and controlled substances are 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 two calendar weeks 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 _____

**FOLLOW THE RENTAL CHECK-OUT LIST AND LEAVE THE ROOM IN SHAPE FOR THE NEXT RENTER.
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 Tom Webb, 541-265-6569, to make arrangements.