

GUIDELINES FOR NVAA ART CENTER RENTER
LESSEE MUST INITIAL ALL PARAGRAPHS

Rent must be paid one month in advance. This allows us to calendar your time & promote your class. If you would like NVAA to promote your class/workshop/meeting in our monthly newsletter, the Palette, provide us with images and details. The email to send information is emily.freiman@artnv.org or adamsjanis@artnv.org.

____ **Initials**

Rental fees are \$25 per hour for the facility, \$10 a month for one shelf of lockable on-site storage cabinet and \$25 per month for access to our audio/visual equipment. On-site storage & Audio/visual equipment have additional instructions which can be accessed using the key to the metal storage box under the TV on the south wall of the facility. The key is stored in the metal box near the front door, on the north wall.

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Renters will receive a unique 4-digit code for entry to the facility. Do not lose or share your code. To unlock front door press “**on**” your **4 digit code** then “**on**” again. To lock when leaving, press the “**on**” key one time. Check to be sure handle is locked.

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You are expected to leave the premises as you found it.

Absolutely NO BRUSH CLEANING in Art Center kitchen or bathroom sinks.

Return all items you have used to their original location.

Return all audio/visual equipment to its original state.

Turn lights off.

Check that all doors & windows are locked

Kitchen sink is for food cleanup ONLY!!!

Remove all trash as indicated in the following paragraph.

Return thermostat to 65 in winter or 77 in summer

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Sort garbage correctly. In the kitchen, there are laminated cards that show what trash belongs in which bin. Dispose of food waste in outside compost bin (BROWN) OUTSIDE before locking up. We provide compostable bags to make this task easy. THEY ARE STORED ON TOP OF THE REFRIGERATOR. Please replace this bin with new bag for our next guest.

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Ceiling Fans: For additional ventilation, there are 2 ceiling fans that operate on a timer. The timer labeled FAN is located next to the light switches on the north wall near the front door.

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Tables and chairs: All chairs and tables must be returned to the cart after each session. Please cover the tables with disposable tablecloths provided. There is a dispensing rack with table covers, a cutter and table clips to hold these covers in place. After use, carefully remove and dispose of covers in the OUTSIDE garbage (Black Can). These covers are to protect the tables and make clean up easy for YOU. Please use them!! Return clips and utility knife to the mesh bag from which they came.

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Kitchen & Bathroom windows: Windows require a **TWO-STEP** process to open & close. You must release the lock mechanism **BEFORE** using the crank mechanism to open the window.. Failure to release the lock by pulling handle to upright position before using the crank will **break the window**. To lock, reverse process, crank the window closed and then lower the locking mechanism.

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Heater and Air Conditioner the setting is either 65(heat) or 77 (cool) degrees. If you alter the systems temperature during your rental session, be sure to return the unit to correct temperature before leaving.

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Kitchen Use: Food and drinks may be placed in the refrigerator for use during your event. No food or drinks should be left in the refrigerator, or elsewhere in the kitchen. Please remove any unused items when you leave. Any items left in the refrigerator or kitchen will be thrown away. If stove is used, it must be cleaned before you leave. Dishes and utensils used during your rental must be washed and put away before you leave. Please do not store any food in your rented, on-site storage.

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Audio/Visual Equipment: Please schedule an appointment to visit the facility a few days prior to your event if you are unfamiliar with the audio/visual equipment you plan to use. NVAA audio/visual equipment includes:

- 2 Televisions (1 each mounted on south and north walls)
- Wireless remote
- Blue-ray/DVD player
- Access to Wi-Fi (the Wi-Fi password is posted on the box above the coat rack)

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Damages: Organizations and/or individuals who rent the facility are financially responsible for damages to NVAA property, including the building or equipment. Any cleaning or repair costs incurred to return the facility or equipment to its original condition, reasonable wear and tear excepted, will be charged to the renter of the facility. The charges must be paid in full to NVAA before the renter can use the facility thereafter.

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Supplies: Organizations/Individuals are responsible for bringing any needed supplies for meetings/events/classes such as: canvas, paper, markers, pens/pencils, paints, copies, laptops, food, beverages, utensils, plates and cups.

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No Signs, Working Papers or Posters may be attached to the walls of the Art Center with tape, tacks, nails or other materials. Post-It style notes or flip chart paper may be temporarily adhered to the walls of the Art Center during the meeting, provided they are removed once the meeting concludes.

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Other Miscellaneous Restrictions: No birdseed, rice, glitter, confetti, bubbles, rose petals, etc. are permitted to be used in the facility. No candles, open flame, incense or anything that produces smoke or fumes like smoke machines and/or pyrotechnic equipment may be used inside or outside the facility. Children must be accompanied by an adult or an event chaperone during your entire event/class. Animals and/or pets are not allowed in the facility unless they serve as lead animals for disabled guests attending an event. Renters may not subcontract any space in the NVAA Art Center.

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Advertising: In order to use the NVAA Art Center name or address in your advertising, NVAA must review and approve your copy. Send or email (to Emily.freiman@artnv.org) all advertising materials to us before going to print. Please state our name as "Napa Valley Art Association Art Center" when making references.

____ **Initials**

Napa Valley Art Association (NVAA) reserves the right to deny the use or the continued use of its facilities to any person or organization for any reason at any time, include but not limited to lack of compliance or conflict with NVAA's policies and procedures.

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It is NVAA's policy that the use of its facilities should be consistent with the objectives of Title VI of the Civil Rights Act of 1964. Facilities shall not be made available to any organization that practices discrimination based on race, creed, color, sex, gender identity or orientation, national origin, or condition of handicap.

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