

Creative Arts Council

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 Location: 300 1st Avenue West, Eureka, MT



CREATIVE ARTS CENTER FACILITY USE AGREEMENT AND ACTIVITY PROPOSAL

Activity Director: _____ Today's date: ____ / ____ / ____

Address: _____

Phone: home # _____ cell # _____ E-mail: _____

If you represent an organization or a group or family, please complete the following.

Name of organization/group/family: _____

Name(s) of contact person(s): _____

Contact phone #(s): _____

Short description of your activity or event, fee or fee range (if any), and overall goals. Please include any photos or printed materials you have that could be used to promote your class or event. This information may be used to promote your program on the CAC website and social media. Check ___ if you do NOT wish us to promote your event.

Proposed start and end dates of planned activity: _____

Use the chart below to list the proposed beginning and end times and location(s) of your activity. Include prep and clean-up time so activities do not overlap. We will inform you if your proposal fits within our availability.

Studio	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
A							
B							
C							

Total hours per week (by room) requested in this proposal: (A) _____ (B) _____ (C) _____

**CAC office use only*

Proposal accepted and approved by CAC Board of Directors _____ (date) _____

Cleaning/Damage Deposit is \$50 (refundable, if valid, within 14 days after end date)

Deposit Paid (date) _____ (cash/check #/credit card) _____ Building Key #: _____

Activity Director Orientation conducted by _____ on (date) _____

Facility Use Facts, Rules and Regulations:

CAC: Creative Arts Council/Creative Arts Center

CAC-sponsored: occurring under the aegis of the CAC

CAC co-sponsored: occurring under the aegis of the CAC and another person, group, or organization

1-Description of facility available for use: Creative Arts Center building rooms: Studio A (approx. 860 sq. ft. of floor space), Studio B (approx. 1900 sq. ft. of floor space), and Studio C (approx. 250 sq. ft. of floor space), all subject to scheduling. Tables and chairs are also available for use during activities.

2-Facility Use: All activities are subject to approval by the CAC Board of Directors, including scheduling. Co-sponsored activities deemed to fall within our mission guidelines are eligible to use the facility on an hourly basis.

Activity Directors (Users) fall under the following categories as determined by the Board:

- a) Regular Users: scheduled, ongoing CAC-sponsored programs that meet on a regular basis and are open to the public
- b) One-time users: one-day only CAC-sponsored program of more than 2 hours open to the public
- c) Other activity/users: non-CAC-sponsored functions and activities not necessarily open to the public and for which details of financial responsibilities and scheduling will be negotiated on a per case basis with the CAC.

3-Membership: Membership in the CAC is required for both Activity Directors AND students of CAC co-sponsored functions. Memberships are in addition to program fees and go directly to the CAC to support our operating budget. It is the Activity director's responsibility to confirm that participants are members and to secure membership fees prior to participation in classes. A short-term membership at \$2 per day per person is available.

4-Insurance: The CAC carries general liability insurance on the premises and highly recommends all Activity Directors carry personal liability insurance. CAC co-sponsored users must either provide their own insurance for their specific activity or have their participants sign waivers that they are participating at their own risk and hold the Creative Arts Council and the Creative Arts Center harmless in the event of loss or injury. Non-sponsored users (as defined in 2c) are required to provide a Certificate of Insurance naming the CAC as an insured party at least 7 days prior to the event.

5-Assurances: Activity Directors must include a current resume, including references, with this proposal. Additional use of facility and activity facilitators will be considered by the Board as long as they do not significantly change the original proposal. An amendment to this proposal must be submitted including proposed time(s) and/or additional activity facilitators with their resumes and references.

6-Sponsorships: Basic sponsorship begins with the subsidized rates we offer to all regular Users. Details of any activities jointly sponsored by Users and the CAC beyond these subsidies must be discussed with the CAC Board of Directors prior to implementation. Arrangements may include waiving of certain fees and availability of certain supplies provided by the CAC and requirement of recognition of CAC's co-sponsorship in any publicity, fliers, posters and announcements, verbal or in print. All activities, except private functions, are deemed partially sponsored by the CAC and any advertising, promotion, and verbal recognition must include mention of sponsorship or co-sponsorship. Activities at the regular rates are to be advertised as "co-sponsored", and activities with any rate reductions or other benefits (such as use of materials, equipment, etc.) will be listed as "sponsored". Proofs of print advertising (ie. posters, flyers, newsletters) are to be presented to the Board with this proposal or on approval.

7-Fees: Regular user fees are: \$9 (studio B), \$8 (studio A), \$7 (studio C) per hour; one-time user fees are: \$80 (B), \$55 (A), or \$30 (C) per day, \$10 per hour if under 2 hours used. A 10% late fee will be added to user fees if not paid by the 5th of the following month unless special arrangements are made with the CAC Board.

8-Cleaning and Damages: The Activity Director shall find the premises to be clean and undamaged and hereby agrees to leave said premises in a clean and undamaged condition. All users must pay a \$50 cleaning/damage deposit in addition to user fees that will be refunded subject to inspection. Regular users' cleaning deposit will roll over to user fees after a six-month trial period or will be returned 14 days after the end of the program if less than 6 months. Failure by the user to adhere to this provision will subject the user to forfeiture of the damage/cleaning deposit.

9-Approval: All activity proposals are subject to review and approval at regular monthly Board meetings. Because of this, please submit applications at least 30 days in advance of your activity. In the event the user proposed start date is in less than 30 days, arrangements can be made to expedite the approval process with the Board by alerting the Facility Director.

10-*Reports*: To be filed for all activities with fee payment:

- 1) Reporting of user hours of facility use and use fees incurred (monthly with ongoing programs)
- 2) Participant list (listing the names and membership status of each participant) at the start of your program AND
 - a) With an updated form if participant numbers change.
- 3) Final Report detailing your experience at the CAC and the overall participant/audience numbers including, where applicable, observing family members and volunteers:
 - b) at the conclusion of your activity, if less than three (3) months or
 - c) at the conclusion of your programming sessions, if more than three (3) months or
 - d) in the absence of programming sessions, no less than semi-annually or if participant numbers change

11- *Scholarships*: Full or partial scholarships are currently available for most programs at the CAC. If you have a prospective student requesting a scholarship contact the CAC Facility Director to schedule a review with the scholarship committee.

12- *Participation*: Involvement in the CAC community is important to the success of the CAC Organization. We welcome you to our CAC monthly Board Meetings and request that you attend a minimum of one per year along with a special meeting specifically for Activity directors each Fall.

13- *Communication*: If the Activity Director has questions or concerns, they are to contact the CAC Facility Director by calling the CAC at (406) 297-3270 or send email to info@eurekaartsandhistory.org

Once your proposal has been approved you will be guided through the process of using the requested space and any additional policies.