



**Stonegate Arts & Education Center
Downtown Center Facility Rental Fees & Policy
2019**

Rental Fee Structure:

- | | |
|-----------------------|----------------------------------------|
| • Classroom Rental | \$60 per half-day+/\$100 per full day |
| • StoneGate Boardroom | \$50 per half-day+/\$80 per full day |
| • Brinegar Hall | \$250 per half-day+/\$400 per full day |

Additional Fees and Expenses:

- | | |
|--------------------------------|--------------------------------------------------------------|
| • Refundable Security Deposit* | \$25 for classroom and mtg. rooms
\$100 for Brinegar Hall |
| • Janitorial Service** | \$35/hr. |
| • Audio/Visual Support** | \$50/hr. |
| • Security** | \$35/hr. |

** Security deposit requirement may be waived at the discretion of the StoneGate staff once a successful rental history is established.*

*** Janitorial service, audio/visual support and security may be required for certain evening rentals or the use of Brinegar Hall as determined by StoneGate Staff.*

+ A half-day is defined as four hours or less. A full day is considered any amount of time greater than four hours.

Community Partner Use of StoneGate:

Certain community partners may use StoneGate facilities without fees. In this case, community partners are defined as city and county government offices and non-profit organizations headquartered within the county or with a presence within the county. In these instances, rental fees are waived, but StoneGate will gladly accept any donation of funds. Depending on the nature and duration of the use, StoneGate staff may require community partners to pay janitorial, audio/visual and/or security fees.

Because of IRS regulations regarding 501(c)(3) organizations, political campaign activities at the facility must be paid for by the renting organization, not donated, which would be considered a donation to a political party. Voter education or registration activities with evidence of bias that (a) would favor one candidate over another; (b) oppose a candidate in some manner; or (c) have the effect of favoring a candidate or group of candidates, will constitute prohibited participation or intervention.

Rental Usage of StoneGate:

The StoneGate's mission and vision is threefold:

- 1. StoneGate is the centerpiece and champion for education and workforce development in the community.*
- 2. StoneGate is a vibrant community convention center hosting a variety of business and civic group activities.*
- 3. In collaboration with regional arts partners, StoneGate is a hub for performing arts activity and arts education.*

Consistent with this mission, programming scheduled by StoneGate and its educational partners will take priority when rentals are considered. StoneGate rental activity is focused in the following areas:

- Education, training and workforce development activities conducted by public, private or non-profit entities.
- Business meetings, conferences and trade shows.
- Civic gatherings, meetings and events.
- Performing arts activities, workshops and performances.

It is not the desire of the StoneGate Board of Directors and staff to compete with other public and private sector facilities within the community for rental to the public. **Accordingly, StoneGate is not available for rental to the public for private events (receptions, anniversaries, birthday parties, etc.).** Gatherings, holiday parties and other events hosted and/or sponsored by businesses and community partners will be accommodated when capacity is available.

StoneGate Arts & Education Center Rental Agreement

Date and Times _____ Program Name _____

Responsible Person _____ Room Selected _____

Room Assignment and Rental Fee:

Rental Fee _____ If waived, cite reason _____

Security Deposit _____ If waived, cite reason _____

Janitorial Fee _____ If waived, cite reason _____

Audio/Visual Fee _____ If waived, cite reason _____

Total Fees Due _____ Date Fees Due _____

Other Notes/Specific Needs: _____

Staff Initials:

_____ Event complies with rental guidelines, is cleared of scheduling conflicts and is recorded on the StoneGate events Calendar by the StoneGate Assistant Director.

Notices:

- The possession of alcohol, drugs or weapons of any kind is expressly prohibited on StoneGate property. (Alcohol may be served as a part of an event or celebration with prior approval.)
- No signage or display materials may be attached to walls, doors or windows without prior approval.
- No furniture or equipment may be moved without prior approval.
- If an event requires additional tables, chairs, etc. not available at StoneGate, the renter must arrange to borrow those and complete the set-up and tear-down themselves.
- The renter is responsible for any damage to the facility and may forfeit security deposit and/or be responsible for additional damages
- Food may not be brought into the facility without prior agreement.

I agree to abide by the terms and conditions stated within this rental agreement.

Signature of Responsible Individual: _____ Date _____

Approved (StoneGate Staff): _____ Date _____

Adopted Jan. 9, 2019 by the StoneGate Arts & Education Board of Directors.