

Center for the Arts Facilities Rental Use Agreement

PLEASE NOTE

Access to the Bloomington Center of the Arts' facilities may be denied without this signed form on file.

Violations of City Ordinances are misdemeanors and can result in revocation of permit or arrest. City of Bloomington functions have priority over community activities and all permits shall be revocable by the City of Bloomington.

Return completed form to:
Attn: Recreation Supervisor
Center for the Arts
1800 W. Old Shakopee Road
Bloomington MN 55431-3027

Organization		<input type="checkbox"/> Non-profit (ST3 required)		Date completed	
Contact name				CHARGES	
Address	Street	City	Zip		TOTAL FEE \$ _____
Phone		E-mail			DAMAGE DEPOSIT \$ _____
Activity/purpose/event name					Estimated attendance
Date(s)		Time(s)		Open to public? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		Start: _____			
		End: _____			

FACILITY

CENTER FOR THE ARTS

- A/V Tech and Equipment
- Blackbox Theater
- Children's Studio
- Council Chambers
- Crafts Studio
- Dakota Conference Room

- Drawing Studio
- Main Lobby
- Painting Studio
- Rehearsal Hall
- Schneider Theater
- Other _____

SETUP

ROOM Draw setup on separate sheet. The Center for the Arts does not provide linen and servingware.

Seating style	Tables/chairs	Quantity	Other
<input type="checkbox"/> Classroom (Tables and chairs)	<input type="checkbox"/> 6' Rectangular tables	_____	<input type="checkbox"/> _____
<input type="checkbox"/> Theater (Chairs only)	<input type="checkbox"/> 8' Rectangular tables	_____	<input type="checkbox"/> _____
<input type="checkbox"/> U-shaped	<input type="checkbox"/> 5' Round tables	_____	<input type="checkbox"/> _____
<input type="checkbox"/> Other _____	<input type="checkbox"/> Chairs	_____	<input type="checkbox"/> _____

SCHNEIDER THEATER EQUIPMENT Draw setup on separate sheet. Additional fees apply.

	Microphones	Quantity	Orchestra pit <input type="checkbox"/> Open <input type="checkbox"/> Closed/covered
<input type="checkbox"/> Grand piano (Approval needed)	<input type="checkbox"/> Handheld	_____	
<input type="checkbox"/> Orchestra shell	<input type="checkbox"/> Handheld (Wireless)	_____	
<input type="checkbox"/> Projection screen	<input type="checkbox"/> Lavalier (Wireless)	_____	
<input type="checkbox"/> Theatrical lighting			

PORTABLE EQUIPMENT Draw setup on separate sheet. Additional fees apply.

	Quantity
<input type="checkbox"/> Upright piano	_____
<input type="checkbox"/> Podium	<input type="checkbox"/> Easel stand _____
<input type="checkbox"/> Podium with microphone	<input type="checkbox"/> Music stands _____
<input type="checkbox"/> LCD projector	

Continued to back.

PERMIT MUST BE WITH FACILITY USER AND AVAILABLE UPON REQUEST.

Facility use policy statement

The Applicant agrees and understands that the use of this City property is conditioned upon compliance with all of the terms and regulations set forth in the Facility Use Regulations, the City's policies prohibiting sexual harassment, firearms, unlawful discrimination and smoking, as well as all other reasonable City rules and policies regulating the behavior of persons on City property. The Applicant agrees to require each of his or her agents, guests and employees to abide by these rules, regulations and policies while present on the property and understands that a violation thereof will result in the immediate termination of the activity or event without refund.

Discrimination statement

The City of Bloomington does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its services, programs, or activities. Upon request, accommodation will be provided to allow individuals with disabilities to participate in all City of Bloomington services, programs, and activities. Upon request, this information can be available in Braille, large print, audio tape and/or computer disk.

I have received, read and understood the policies, rules and regulations associated with renting a room at the City of Bloomington's cultural facilities, hereinafter referred to as "City property". I agree to abide by these policies, rules and regulations. I may not use the City of Bloomington's name in promoting my organization's or any specific company's products or services. In consideration for the use of City property for the event described above, _____, hereinafter referred to as "facility user," agrees to indemnify and hold harmless the City of Bloomington and its officials, agents and employees from and against all claims, damages, losses, expenses or personal injury arising out of or resulting from the use of City property by the organization, including its employees, agents, volunteers and participants. This agreement includes any injuries or other claims that may result from the condition of the City property. I agree to pay in advance to the City of Bloomington the agreed amount for rooms rented at the City property as specified herein. I also agree to assume full financial responsibility for any City of Bloomington property that is lost, stolen, damaged or destroyed while renting facility space at City of Bloomington cultural facilities.

X

Signature

Date

CONDITIONS REQUIRING AUTHORIZATION

- Extended hours
- Food/beverages
- Special maintenance
- Other _____

SPECIAL NOTES:

FINAL ACTION

- Approved
- Not approved

Comments:

Center for the Arts Supervisor