



CONTRACT AGREEMENT FOR THE USE OF THE SFV ARTS & CULTURAL CENTER
For Meetings, Lectures or Workshops

Between the San Fernando Valley Arts Alliance & _____
for the use of SFVACC's Workshop Studio & Open Area located at 18312 Oxnard St., Tarzana , CA 91356.

When using the facilities specified herein, the undersigned agrees to:

1. Gain access to the space by following the directions provided by the SFVAA and only on the date(s) specified by this agreement. Make sure that the side door is closed and not left propped open.
2. Be responsible for any setting up of furniture and/or easels, and the general room arrangement for usage. Agrees to restore the room the way it was found at the end of each session, specifically the replacement of tables and chairs and turning off the lights, heating or air conditioning.
3. Be responsible for clean up and proper disposal of waste materials, ensuring that any liquid wastes be placed in appropriate containers supplied by the undersigned. **Under no circumstances should liquid wastes be disposed of in any sink.** Ensure the removal of all trash at the end of each session. Ensure that upon vacating the space, that it is in a clean and usable condition, including the restrooms. Please leave the last 20 minutes of each session for clean up purposes.
4. Confer with Sitter (between 2:00 and 5:00 pm, Tuesday through Saturday) on each occasion of use to determine who will lock the front and side doors and set the security alarm upon leaving.
5. Provide and utilize appropriate protective materials to prevent marring or marking tables, chairs, walls and floor, and to refrain from sitting on tables.
6. Provide its own publicity, syllabus and materials list. Undersigned is in control of program or meeting and is merely leasing the space from the SFVAA. Under no circumstances will the SFVAA undertake responsibility for bookings or staffing.
7. Pay the SFVAA 1/2 of total cost (non-refundable deposit) upon securing date for each day of use during the month of usage. Balance is due one month before secured date.
8. Take special care to keep the key in safekeeping at all times. The key is not to be copied nor removed from the premises and always returned to our lockbox on the front door after locking the door.
9. When agreement is for more than one day, the undersigned, and only the same, shall be responsible for any and all equipment, supplies, materials or artwork left on the premises and the SFVAA shall have no responsibility with regards thereto.
10. It is agreed that any damage incurred to the SFVACC space or any of its amenities are the responsibility of the undersigned and all persons using that space pursuant to this agreement.
11. The undersigned, for itself and on behalf of all of its agents, representatives, and participants does hereby release and forever discharge the SFVAA, and all of its respective officers, directors and employees from liability for bodily injury and property damage, claims, demands, actions, causes of action, damages and costs, including court costs and attorney fees arising out of its/their use of the SFVACC space.
12. The undersigned hereby agrees to indemnify the SFVAA and its representative officers, directors and employees for all bodily injury and property damage claims, fines, penalties, judgments, decrees and costs including attorney fees and court costs arising out of its/their use of the SFVACC space.

13. The undersigned agrees to abide by all of the rules and regulations of the SFVAA applicable to the use of the SFVACC space and to follow any further instructions, guidelines or directions posted in same space during the agreed upon period. Undersigned further understands and concurs that this agreement hereunder, may be cancelled by the SFVAA at any time, without prior notice or warning, and undersigned disclaims any recourse in the event of such cancellation and agrees to immediate vacation of the space upon request.

14. The undersigned agrees that all works, equipment or materials left on the SFVACC premises beyond each session will become available for general usage, or will be disposed of at the SFVAA's discretion.

15. Cancellation within 30 days of event will be subject to a FIFTY PERCENT (50%) cancellation/processing fee.

NOTE: Workshop instructors may be asked to have their group park on the street in case their workshop coincides with one of the SFVACC's exhibit take-ins, take-downs, receptions or any other event. The workshop instructor will be notified ahead of time in these cases.

The SFVAA agrees to the following:

1. Provide a clean and accessible workshop space or open area.
2. Whenever possible, provide general publicity and offer assistance to the undersigned in publicizing the event on the SFVAA's website.
3. Provide key access and instructions regarding entry and general guidelines for usage of facilities.
4. Allow reasonable time between events for set up and breakdown.
5. Cover incidental costs in regard to, but restricted to bathrooms and sink supplies.
6. Provide access to telephone for EMERGENCY USE ONLY.
7. Provide most tables and chairs. Participants must supply their own easels and any other supplies, including PAPER TOWELS.

This agreement guarantees that _____

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has use of the SFVACC's Workshop Studio \$25 hr. for 2 hour minimum
 Open Area \$30 hr. for 2 hour minimum
 Require set-up and break-down of tables/chairs (\$50)
TOTAL: \$ _____ for each day

on these dates _____ (list specific dates)

for the period of time from _____ o'clock to _____ o'clock (specify am or pm)

SFVACC Workshops Director Carolyn Uhri, Interim Workshop Director Dated _____

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I, _____, representing _____,

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certify that I have read and understand the contract established herein and agree that its stipulations will be met.

Signature _____ Dated _____