

Town of Southeast Cultural Arts Coalition Room Usage Policy

The Town of Southeast Cultural Arts Coalition (TOSCAC) is making its premises and facilities at 67 Main Street, Suite 101, in the basement at Old Town Hall, available to artists and cultural arts and community groups on an as-requested and as-available basis, provided that such use does not interfere with TOSCAC programming or place an undue burden on TOSCAC staff and resources. The following policy will govern use of the premises and facilities. Failure to comply with the policy may result in future denial of use.

SPACES AVAILABLE FOR USE

Currently, the premises consist of two rooms that can be used to further the goal of creating a cultural center for the town and the surrounding environs. The rooms are:

- (1) Studio Around the Corner, with a maximum capacity of 65 persons
- (2) Meeting Room, with a maximum capacity of 10 persons

Users will be given approval to hold activities in either or both rooms. They will also have access to two restrooms and the lobby area. All other areas are strictly off limits with the exception of the far back room, which may be accessed to allow emergency egress or to retrieve and replace extra chairs. The number of attendees shall be limited to the identified maximum occupancy. TOSCAC reserves the right to enter the premises during an event, but will make efforts to be as unobtrusive as possible.

RESERVATIONS AND CANCELLATIONS

TOSCAC's mission in opening its premises and facilities is to bring vibrant culture and arts to the community. Cultural arts organizations and individuals as well as community groups are encouraged to apply to use the rooms for events encompassing lectures, meetings, rehearsals, performances, shows, exhibits, workshops, classes, etc. Use of the rooms does not imply endorsement, support, or co-sponsorship by TOSCAC for the activities that occur or for the views of the individuals or organizations holding the events. Minors, age 18 and under, must be supervised by responsible adults, one adult for 10 youths.

To use the spaces, the sponsoring individual or organization must make a reservation by submitting a completed Room Usage Form and an endorsed Hold Harmless Agreement. All potential users should first check availability for the desired date(s)/time(s) by contacting TOSCAC at TOSCAC2010@gmail.com or 845-363-8330. Artists wanting to hold an exhibit must also meet with the TOSCAC curator to go over specific requirements. The reservation will then be approved by the Board of Directors. Note that prior to use, users may also need to provide a Certificate of Liability Insurance as discussed below under **LIABILITIES**.

Reservation requests will be accepted up to six months in advance and confirmations given as soon as possible. TOSCAC will post and regularly update a schedule of events on its online calendar at www.oththeater.org. Note that an opening on the online calendar does not guarantee availability. Last-minute reservation requests may be honored subject to room availability. The individual who signs the **Room Usage Form** and **Hold Harmless Agreement** must be at least 21 years of age. The user, if other than the signatory, and his/her pertinent contact information must be identified two weeks prior to the event. This individual shall be responsible for adhering to the requirements in this Room Usage Policy and any other requirements that may be imposed by TOSCAC from time to time.

In order to be fair and equitable to as many entities as possible, TOSCAC reserves the right to limit the number of times an individual or organization may use the rooms. Weekly and monthly meetings may be accommodated if each date is identified specifically on the **Room Usage Form** and subsequently given approval.

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One-week notice is requested for any user cancellation. TOSCAC reserves the right to cancel any reservation (with notice) if TOSCAC needs the particular space. TOSCAC also reserves the right to cancel reservations without notice in the event of an emergency, such as snow closings or unsafe building conditions. In the case of a closing, the individual or organization may reschedule if the space is available. Snow removal and maintenance to the exterior walkways will not be provided on weekends or after 4 pm on weekdays. Users must be prepared with the necessary equipment and labor if intending to hold an event during these times under snowy and icy conditions.

LIABILITIES

TOSCAC allows the use of its facilities with the understanding that it accepts no responsibility for the personal safety of any person, either inside or outside the building, during that use. TOSCAC is not responsible for damage, loss, or theft of personal property. All users must complete the **Hold Harmless Agreement**, agreeing (1) to hold harmless TOSCAC and the Town of Southeast from any loss, damage, liability, costs and/or expense that may arise during or to be caused in any way by such use of the facilities and (2) to indemnify TOSCAC and the Town of Southeast for any damages to the facilities or other property caused by, or resulting from, the use of the facilities.

In most cases, TOSCAC requires users to submit prior to use a viable Certificate of Liability Insurance showing a minimum limit of \$1,000,000, identifying the Town of Southeast Cultural Arts Coalition, 67 Main Street, Suite 101, Brewster, New York, as additional insured, and providing contractual liability for the **Hold Harmless Agreement**. Note that TOSCAC may, in its sole and absolute discretion, waive the insurance requirement, but nevertheless shall require endorsement of the **Hold Harmless Agreement**. In the case of exhibits during which time other groups may use the rooms, TOSCAC will take precautions to ensure security but will not assume liability for loss, damage, or destruction of exhibited items as noted in the **Hold Harmless Agreement**. TOSCAC recommends that exhibitors provide their own insurance to recoup the value of their items should misfortune occur.

FEES/DONATIONS

Individuals and organizations may charge fees for their events and sell goods and/or services; however, they are solely responsible for collecting the monies and reporting the income to the proper tax authorities.

TOSCAC may collect a \$40 cleaning fee in the event that rooms are not left in good condition after use. TOSCAC does not charge fees for use of the premises by not-for-profit cultural arts organizations and other community groups; however, it will develop, in its sole and absolute discretion, a suggested donation amount based on usage requirements and any event fees being collected by the organization or group. TOSCAC may negotiate a usage fee for individuals or businesses that take in monies for their events. A twenty percent (20%) commission on art work or items sold at an event will go to TOSCAC and be considered a donation. Note that the fees and donations help to offset capital and operating costs, which include some utilities, custodial expenses, insurance, etc.

TOSCAC strongly encourages all users to become members, selecting a membership level commensurate with their circumstances. Membership information can be found at www.oththeater.org. All other donations are welcome. TOSCAC is a 501(c)(3) not-for-profit organization; the charitable contributions, including membership dues, are tax-deductible as allowed by law.

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PUBLICITY

TOSCAC will allow publicity materials for events being held on the premises as well as events in the town and surrounding environs to be distributed in the lobby area. This material must be submitted to TOSCAC for approval prior to posting. Unless TOSCAC gives its approval, individuals or organizations using the facilities may not imply that the event is sponsored, co-sponsored, or endorsed by TOSCAC in any publicity material. Individuals or organizations using the facilities may not instruct the public or their invitees to contact TOSCAC for information regarding their events.

TOSCAC reserves the right to list and promote all events on its website, through social media, on flyers and in news media. TOSCAC also reserves the right to photograph exhibition items as well as event activities for publicity purposes.

ACCESS AND PARKING

All users must make prior arrangements to get into the building for their event. A TOSCAC representative will either unlock the doors or provide access to a key (via key box located to the left of the door) to be returned as agreed after the event. TOSCAC will charge users \$25 for each lost key.

Limited parking is available on the side of the building for events at the TOSCAC premises. Parking is also available in metered spaces on the street. After 4 pm, parking marked for Town of Southeast employees may also be used. On weekends, the nearby Metro North lots are available free of charge. The Brewster Train Station on the Metro North Harlem Line is within walking distance of the premises.

GENERAL USE INFORMATION

EQUIPMENT AVAILABLE FOR USE — Users may arrange chairs and tables to suit their activities. Folding tables and chairs are stored underneath the counter in the glassed-in reception room, i.e., the Meeting Room. Please note that TOSCAC will not move furniture nor provide hospitality services.

DISPLAYED ART/ITEMS, GREEN PEDESTAL, AND PIANOS — Art on the walls and other items on display in the space must not be disturbed. Users will be held liable for any damage sustained during their use of the space. The green pedestal near the front corner of the studio is strictly for TOSCAC literature, comment cards, and the donation bowl. The pianos are for approved use only; a TOSCAC representative will provide instructions for their use. Do not place anything on the pianos except music. Neither the pianos nor the green pedestal may be moved without approval from a TOSCAC representative.

TEMPERATURE ADJUSTMENT — For cooling, follow the instructions on the thermostat located next to the boiler room within the Studio (default temperature is 75 degrees F). The cooling temperature must be set no lower than 65 degrees F when the Studio is in use. For winter heat, the electric heaters may be turned up or down as needed, but upon your departure turned to the original setting. The thermostat does not control the heat settings. (Do not open the door to the boiler room.)

LIGHTING AND ELECTRICAL — The main light switches are located to the left of the front entrance way. The Studio has additional lights operated with pull switches throughout the room. For exhibits and shows, a fixture in the back corner is available for use if approval is given. Note that this fixture must be manually unplugged at the end of the event. No lighted candles may be used.

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A limited number of power outlets are available along the walls. TOSCAC is not responsible for providing audio-visual equipment, but persons may bring in personal equipment if needed. TOSCAC will not be held liable for any breakage or misuse of such equipment. Use of any electrical appliances or tools, including amplifiers, must be approved prior to the event.

FOOD AND BEVERAGES — Food and beverages shall be allowed in the facilities if TOSCAC notes approval on the **Room Usage Form**. Food stored overnight must be in sealed plastic containers.

GENERAL CODE OF CONDUCT — All users, guests, and attendees are expected to behave in a manner befitting a public space. Disorderly conduct, criminal mischief, criminal possession of a controlled substance, petit larceny, and computer-related offenses shall not be tolerated and may result in criminal charges. Additionally, smoking is not permitted in the building or within 20 feet of the entrance. Entering the utility areas or unattended office is prohibited as well. All persons must vacate the premises in the event of a fire alarm or other emergency.

AFTER USE — Users must leave the rooms in original condition, returning all furniture to the original configuration, and vacate the premises by the end time as indicated on the **Room Usage Form**. Users shall be responsible for topical cleaning of rooms immediately after an event and for the disposal and removal of all trash. If the foregoing is not satisfied, TOSCAC will collect a \$40 cleaning fee; custodial services are not provided in connection with the use of the rooms. Fire alarms and extinguishers must remain unobstructed.

CLOSING CHECKLIST:

- Clean up evidence of your activity.
- Return furniture to original configuration.
- Return folding chairs and tables to storage place without blocking any exits or pathways including the accordion door in the Meeting Room, which leads to the fire egress for the Museum).
- Check bathroom sinks and toilets; ensure faucets are off.
- Take garbage to dumpster if it contains any food items.
- Make sure all exits and doorways are not blocked.
- Close doors to studio space and reception space.
- Return electric heaters to medium setting in winter.
- Ensure air conditioning thermostat is set back to 75 degrees in summer.
- Unplug exhibition lights from ceiling outlet.
- Bring in and store clean sandwich-board signs in the closet or reception room.
- Turn off all lights and lock door.