

# FACILITY RENTAL AGREEMENT

**SAMPLE**

This agreement is between Holy Names Music Center & \_\_\_\_\_.

**RENTAL FEES & DEPOSITS are due 1 week prior to reservation date.**

CHARGES	COSTS
RECITAL HALL	\$50 per hour (3 hour minimum)
REHEARSAL ROOM	\$5 per hour, \$10 for larger rooms
CLEANING & KEY DEPOSIT	\$105 (\$75 CLEANING + \$30 KEY)
PIANO TUNING* (upon request)	\$120 *requires 2 weeks advance notice

The Music Center will provide the following:

RENTAL FEES	AMOUNT
McNally Recital Hall Rental (\$50 hr. min of 3 hrs)	\$150 (\$50 non-refundable)
SMTA 10% Discount	
Deposit (Cleaning \$75 + Key \$30) (please send separate check)	\$105
Piano tuning if applicable (\$120)	\$
(Due 1 week prior to reservation) <b>TOTAL:</b>	<b>\$ SAMPLE</b>

  

RENTAL DATE(S)	RENTAL TIME(S)	RENTAL PURPOSE
DATE:	TIME:	

### RESPONSIBILITIES OF THE MUSIC CENTER

1. Reserve the space as specified above.
2. Cleanliness of the area prior to use.
3. Provide 150 chairs & 2 pianos.
4. Provide key for rooms used, external door, and piano(s) as needed.
5. Arrange for tuning of piano if requested by renter with sufficient notice.

### RESPONSIBILITIES OF THE RENTER

1. Payment of rental fees & deposits 1 week prior to reservation date.
2. Arrange to pick up key(s) within 48 business hours prior to use.
3. Security of the building during and after use.
4. Cleanliness of space including hallways and other spaces used during & after rental period.
5. Complete Cleaning & Security Checklist (below) and return to office with keys and a copy of your event program within 48 hours of use
6. Provide 2+ weeks notice to HNMC office for piano tuning requests.

CLEANING & SECURITY CHECKLIST	RENTER ✓	HNMC ✓
Floors clean - VACUUM all rooms & hallways used by your group (including kitchen)		
Trash bagged and placed in outside dumpster (back of building)		
Chairs returned to proper place		
Pianos locked & returned to proper places		
Stage lights off, Recital Hall lights off		
Bathrooms checked, stocked as needed for next group & lights off		
Fans off		
Windows secured		
Main floor lights off		
Interior fire doors closed		
All external doors locked/secured: All Emergency Exit doors upstairs & down, FRONT & BACK by Office, FRONT & BACK (to wheelchair ramp) by Recital Hall, BACK DOWNSTAIRS by Music Library		
Doorknobs, light switch plates & other touched surfaces in building disinfected		
Key, this Checklist & a copy of your recital/event program returned to office door mail slot		

► PLEASE CAREFULLY READ AND SIGN THE REVERSE SIDE OF THIS AGREEMENT ►

# MCNALLY RECITAL HALL & HNMC FACILITY RENTAL POLICIES & PROCEDURES

The following policies and procedures have been established for the rental of our facilities and to clearly define the expectations of our valued customers in relation to their use of such. **Please review these Policies & Procedures carefully and sign the bottom acknowledging your acceptance of them and the general terms of this agreement. Please call if there are any questions.**

- The Rental Fee in the amount of \$150 (\$50 of which is non-refundable) is due one week prior to the reservation date. **If the date is subsequently canceled, \$50.00 of the rental fee may be retained and the balance returned.**
- There is a \$120 fee for tuning the piano prior to the rental. Two weeks advanced notice must be given to the office to arrange for piano tuning, if desired.
- The Cleaning and Key and Deposit in the amount of \$105.00 (refundable upon inspection and return) is due in full one week prior to the first event date (including reservations for rehearsals).

**All renters are expected to be self-sufficient** - the Music Center does not provide custodial services. *It is the responsibility of the person designated as the Person Responsible for Rental to ensure the cleanliness of the facility during and immediately following the use of the facility using the Checklist located on the Facility Rental Agreement.* For your convenience, the Music Center provides such items as a vacuum cleaner, garbage bags, and miscellaneous cleaning supplies. Outside groups are responsible for providing their own PPE, disinfectant, and hand sanitizer. **If the facility is not properly cleaned and reset to its original condition at the time of rental, the \$75 Cleaning Deposit will be forfeited or charged to the renter if not collected in advance.**

The key shall be picked up no more than two business days prior to the usage date and must be returned to the office within forty-eight hours of the final usage date. **The \$30 key deposit will be forfeited or charged to the renter if the key is not returned within forty-eight hours.**

- **NO food or beverage is allowed in the Recital Hall.** \*Refreshments of your choice may be served in the foyer. Please keep in mind, serving items containing staining properties such as coffee, red or purple colored beverages or food items containing frosting or chocolate (brownies, chocolate chip cookies, cakes, cupcakes, etc.) increases the chances of losing your deposit. Holy Names Music Center reserves the right to charge additional monies if the space cannot be returned to its original state with the damage deposit submitted.
- To expedite the return of your deposit(s) please write one deposit check for the amount of \$105.00 and a separate check for rental fees. Make checks payable to: Holy Names Music Center or H.N.M.C.
- The Person Responsible for Rental shall contact the Music Center office and set up an appointment for Facility Orientation and key pickup during HNMC office hours prior to the reservation date. This is a relatively quick process which usually takes no longer than fifteen minutes to complete. Orientation and key pick-up are NOT available on weekends or holidays and must be arranged during regular office hours.
- Upon completion of the Facility Orientation the Person Responsible for Rental shall receive two copies of the Facility Rental Agreement. One copy to keep, and one copy to be returned to the office following rental with the CLEANING & SECURITY CHECKLIST portion completed and a copy of the recital/event program attached. Deposit will be returned upon HNMC Checklist completion as terms of agreement are found to have been satisfactorily followed.
- When HNMC provides facility use for free or at a discounted rate the person responsible agrees to acknowledge HNMC's sponsorship with the use of our logo on all programs and marketing materials – see office for details.

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*The above is a list of guidelines to be followed for rental of the HNMC facility. I understand and agree that if the terms are not followed, such as cleaning up the facility after my usage, any related deposits which I have been required to pay may be retained or collected by the Music Center. I understand when the rental fees and deposits are due and that a facility orientation is required prior to rental, and that the checklist is to be completed and returned following. I agree to the terms that have been set forth.*

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PERSON RESPONSIBLE FOR RENTAL'S SIGNATURE / DATE

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MUSIC CENTER REPRESENTATIVE / ORIENTATION DATE

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RENTER NAME/ORGANIZATION:

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BILLING ADDRESS:

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PHONE(S)

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EMAIL:

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#PERFORMERS:

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#ATTENDANCE:

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ISSUED KEY(S):