



Reinhardt College

**FLOYD A. AND FAY W. FALANY
PERFORMING ARTS CENTER
RENTAL AGREEMENT**

FOR

ORGANIZATION: _____

CONTACT NAME: _____

CONTACT MAILING ADDRESS _____

CONTACT PHONES: (1) _____ **(2)** _____



Floyd A. and Fay W. Falany Performing Arts Center

- Facilities Rental Agreement -

(revised July, 2004)

A rental contract made this _____ day of _____, _____ between Reinhardt College and _____ as representative of _____.

This contract becomes void if not signed and returned (postmarked) by: _____, _____.

I. PURPOSE(S) OF RENTAL

II. DATES OF RENTAL AND SERVICES

Beginning / Ending Day / Date	Beginning / Ending Time	Type of usage(s)	Total Charge(s)
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

III. FEES

All sums payable by the Renting Party to the College will be rendered in lawful money, certified check or other manner deemed adequate by College Finance Vice President.

Section A. Deposit Fees and Cancellation

Reservation/Damage Deposit (\$250.00) is required for holding rental date. It will be refunded within thirty (30) days after inspection of facilities, provided no damage or loss has occurred and no additional cleaning services are required.

Renting Party agrees to pay Reservation/Damage Deposits of \$250.00 to secure the space, and agrees that all remaining charges will be paid thirty (30) days prior to the date of the event, unless prior arrangements have been made. In the event of **cancellation** more than two (2) weeks prior to the start date, a forfeiture of **\$100** of deposit will apply. A forfeiture of **\$250** will apply if **cancellation** occurs between two (2) weeks and starting date of the event or during event.

Twenty-five percent (20%) of any sales of tickets or products (CD's, t-shirts, etc.) by the renting organization will be paid to Reinhardt College. Sales may either be handled by Reinhardt College staff or the renting organization. An accounting of the number of items/tickets sold and the price of each will be presented to the party not selling the items, with the calculated amount due Reinhardt College.

Section A acknowledge date: _____

Renting Party Acknowledgment (initial): _____ **FPAC Business Manager:** _____

Section B. Rental Space Fees and Additional Services Schedule

Renting Party agrees to pay Reinhardt College the total sum of \$ _____ for use of areas of the FPAC on dates indicated above as determined according to fee schedule specified below. If an event is **cancelled during** the period of time for which rental has been scheduled, appropriate usage fees for lapsed time of use will be determined and billed by invoice as indicated above. **Section B acknowledge date:** _____

Renting Party Acknowledgment (initial): _____ **FPAC Business Manager:** _____

As per this contract, Reinhardt College grants Renting Party permission to use the following spaces:

Concert Hall/Atrium-Lobby Rental: (includes dressing areas)	Half-day (5 hours)	\$ 750 (Non-Profit rate: \$500)
	Full-day (10 hours)	\$ 1,350 (Non-Profit rate: \$900)
Atrium-Lobby Only:	per hour	\$ 150 (Non-Profit: \$100 hr.)
Instrumental Hall (rm. #111)	per hour	\$ 150 (Non-Profit: \$100 hr.)
Choral Hall (rm. #116)	per hour	\$ 150 (Non-Profit: \$100 hr.)
Classroom (#132 or #207)	per hour	\$ 75 (Non-Profit: \$50 hr.)
Kitchen Rental:	per hour	\$ 50 (Non-Profit: \$35 hr.)
Other Areas: _____	Rate(s): _____	

Additional Services and Fees

Set-up and Take-down fee:	\$ 100 per hr. - Total:	\$ _____
Renting Party furnishes equipment and arrangements for set-up unless specified as furnished in FPAC Policies and Procedures.		
Clean-up fee:	\$ 100 per hr. - Total:	\$ _____
Piano Tuning (if required):	\$ 75 per piano	\$ _____
Technical Assistance (determined by FPAC Coordinator):		\$ _____
Fee for use of Copier (determined by FPAC Coordinator)		\$ _____

IV. POLICIES AND PROCEDURES

The Renting Party agrees to the FPAC Policies and Procedures set forth and attached to this Rental Contract.

V. INSURANCE

Renting Party must provide proof of liability insurance two (2) weeks prior to event. (See Policies & Procedures)

This contract is valid only if signed, executed by both parties and returned with the deposit(s) by 4:00 p.m. on _____, 20 ____ (at least two weeks prior to event.)

Reinhardt College: _____ **Rental Party:** _____

By: _____ **By:** _____
Vice President for Finance or F PAC Business Manager

Date: _____, 20 ____ **Date:** _____, 20 ____