Agreement for use of Lake Shore Center for the Arts Facilities

We are happy to make our rooms available to members in our outreach area. Groups which are 501c3 entities or who serve the community may use our facilities for free. For other individuals or groups, we suggest a minimum $25 per hour per room donation for all but the Innovation Studio which has separate donation recommendations. In any case, at least one person in a contracting group must be a paid up member of LSCFTA.

Until our Covid policy is lifted, we require that all persons using our facilities be fully vaccinated. Masking is optional. Please do not proceed with this application unless you agree to follow this regulation and require it of attendees.

Name of group requesting use of the facility:

_____

Contact person and phone number of individual reserving the facility:

_____Phone#_____

Name of LSCFTA' member who entitles use of facility:

_____

Room(s) requested:

_____

Proposed date of usage:

_____

Brief description of event:

_____

_____

(Continued on reverse)

If food will be served, describe the service format.

_____

Will you require any use of audiovisual equipment? If so, what?

_____ _____

Do you envision needing use of our stair chair? _____

(FYI: The bathroom on our floor is not handicapped accessible.)

To the extent that we are able, LSCFTA will have a board member or other responsible individual present at the time your event. Of course, we require that you leave the facility as close to the same condition as you found it. **If you wish to serve alcohol at your function, be advised that our insurance will not cover that aspect. Check with your insurance carrier and provide proof that you have such coverage**.

Having read and completed the previous document, I agree to fulfilling its requirements.

_____ _____
Printed Name Signature

_____ _____
LSCFTA's Board member Signature

_____
Date of transaction

Contact number if you have questions: _____
(This depends on with whom the visitor arranges usage)

3/19/2022