

NOTO Community Arts Center

Facilities Use: Policies and Procedures

For Events

Booking Events in the Center

The NOTO Community Arts Center is an education and community resource, and priority will be given to groups who are seeking an art experience. Booking priority will be given to Center events and events sponsored by Mulvane Art Center, Topeka Public Schools and NOTO. All other outside requests will be evaluated, and plans made accordingly. The Center reserves the right to deny any request for facilities usage.

Requests for Usage

A reservation is not confirmed until the event has been approved by the Project Coordinator and staff has been notified. A copy of the approved Facilities Use Request form must be filled out by the sponsoring organization, and the form returned to the Center office with applicable fees paid at least two weeks prior to event. (See fee chart)

Restrictions and Fees

Equipment

The Center does not provide any linens or decorations. The Center has tables, chairs, sinks and restroom facilities. Use of any Center art supplies is prohibited.

Clean Up and Care of Facility

The event sponsor is responsible for making sure that the Center is left in good condition when they leave. All trash should be disposed of, bathrooms clean, floors swept and/or mopped, etc. If the Center is not left in good condition at the conclusion of an event, an additional fee will be charged for cleanup. The hourly fee will apply for set-up and tear-down time as well (a total of two hours setup/teardown are included in First Friday charges).

Supervision of Events

All events and classes in the Center must be supervised by Center staff. Where there are large numbers of people, at least one staff member per 50 visitors must be on site before, during and after an event.

Food and Beverages

If food or beverages are to be served at a special event, the Center must approve all arrangements in advance, and appropriate fees charged for the event. *The Center has no kitchen facilities.*

The event sponsor is solely responsible for compliance with all state and school district regulations regarding catering and beverage service. **No alcoholic beverages of any kind can be served or consumed at the Center.** Fees for booking an event must be paid at least two weeks before the event takes place. Set-up arrangements (set-up/removal of tables, chairs etc.) must be made by the sponsor with the Coordinator.

It is the responsibility of the sponsoring organization to coordinate delivery and removal of food, catering supplies, furnishings, dishes and rented equipment at the conclusion of the event or, with prior approval, by 9:00 a.m. the next day. If not removed, sponsoring organization will be charged an additional hourly fee.

Candles and Open Flames

It is Center policy that open flames are not allowed. Only catering equipment is allowed to use open flame.

Decorations and Displays

Decorations and displays must be approved by the Center prior to the event. No items may be attached to the floor, walls or ceilings in any area of the building without the approval and assistance of Center staff. Slat board is installed which may be used for display.

Advertising/Publications/Publicity for University and Outside Bookings

Printed, electronic or published materials, invitations, announcements for exhibitions and events in, or related to, the Center must be approved by the Coordinator before being submitted. Only authorized persons may submit information on Center exhibitions and events. All publications must be reviewed by the Center Coordinator prior to printing. A copy of final printed pieces will be provided to the Center before they are mailed.

Smoking

The NOTO Community Arts Center building is a smoke free environment.

Theft/Damage

Sponsoring organization will be held liable for any loss, theft, or damage to the art collection, equipment, furnishings or building as a result of the scheduled event. The Center will not be responsible for any exhibitor’s or visitor’s belongings. It is strongly encouraged that any visitors lock their car and leave nothing in them of value.

Rental Rates

Event with no food or beverage (minimum 2 hours)	\$20 per hour
Event with food and beverage (minimum 2 hours)	\$25 per hour
Event sponsored by a non-profit (501c3) organization	\$10 per hour
First Friday Rental – groups exhibiting only (includes three hours of exhibit time on Friday, two hours total setup and tear down time)	\$100 per event
First Friday Rental – groups selling (includes three hours of exhibit time on Friday night, two hours total setup and tear down). <i>Seller is responsible for collecting sales tax.</i>	\$200 per event
Additional Clean-up fees	\$25 per hour

A deposit of 50% of the fee required to secure your date at time of application. The balance must be paid in full at least two weeks before the event takes place. Additional charges, if necessary, will be invoiced after the event. A separate check for \$50 will be required as a cleaning deposit. When the facility is left in appropriate condition, as deemed by the Facilities Director, the check will be returned.

Office Use Only

Deposit Rec'd _____
Balance Rec'd _____
Cleanup deposit Rec'd _____
Cleanup Fee Assessed _____
Cleanup Check Ret _____

NOTO Community Arts Center Rental Application

Name of Group _____

Name of Contact Person _____

Phone (day) _____ (cell) _____

Name of Event _____

Description of Event _____

Date of Event _____

Time of Event _____ Arrival Time _____ Exit Time _____

Will food be served? _____

In applying to use the NOTO Community Arts Center, I have read and agree to the published Policies and Procedures for the Center. I am responsible for collection and payment of any applicable sales tax related to this event.

Signature _____ **Date** _____

Please submit application along with 50% of your rental fee (checks made payable to Topeka Public Schools – NOTO CAC) and separate check for cleaning deposit of \$50 to:

**NOTO Community Arts Center
c/o Topeka Public Schools
624 SW 24th St.
Topeka, KS 66611**

Questions – email notoartscenter@gmail.com or call 785-408-8996