



ACSCC Watsonville Center for the Arts Use Agreement

Watsonville Center for the Arts (WCA) is an arts venue in Watsonville managed by Arts Council Santa Cruz County (ACSCC). We welcome a range of events and users. The facility use guidelines below are in place to ensure that the WCA is a safe and welcoming space for all visitors.

Commitment to Equity

Through our facility use process we seek to deliberately and continuously address systemic barriers to opportunity and are committed to promoting equity and inclusion for all Santa Cruz County residents while taking action to repair historical inequities. We believe an organization's impact is enhanced when people from different backgrounds with unique perspectives are engaged in its activities and decision-making processes. Equally important is when an organization's work furthers equitable opportunities and outcomes and when their board and staff reflect the communities they serve.

We acknowledge that historically and currently, institutions and systems of power may grant privilege and access unequally, especially on the basis of race/ethnicity, sexual orientation, gender identity, citizenship status, socioeconomic status and disability status. The more that these barriers converge, greater limitations to opportunity exist. We recognize that large disparities in access to the arts are pervasive and action is required to advance equity.

Facility Use Guidelines

1. **Security Deposit:** A security deposit of \$200 is required 2 weeks prior to your event. It will be refunded less the cost of any needed cleaning, repairs, or missing items. Please be sure to return the space to its pre-event state. If the security deposit is not received we reserve the right to rent the facility to others.
2. **Fees:** Fees help cover the costs for maintaining the WCA. Fees will be paid to Arts Council Santa Cruz County at least two weeks prior to the event. Failure to do so may result in a cancellation of the event and forfeit deposit.

The standard rate per hour for the general public is **\$30/hour**. At this time we do not offer non-profit rates or other discounts. Rental rates include hours for set-up and clean-up.

SAMPLE

The fees are for use of only the two dance studios and atrium, unless otherwise noted and discussed as part of this process. Under no circumstances shall renters access staff areas which are designated with signage in the building.

Maximum occupancy is _____

3. **Sound:** Amplified music and/or entertainment is allowed and is permissible until 9.30 p.m. Event attendees should leave the space by 10 pm. Please also check with city allowed limitations pertaining to sound.
4. **Catering:** The Event Organizer is responsible for the preparation, cleanup and removal of all catering equipment, food and supplies before, during and after the conclusion of the event. Arts Council will not be responsible for any lost or stolen catering supplies, equipment or other property that is the responsibility of the caterer and/or event organizer. Open flames are not permitted.
5. **Alcoholic Beverages:** Alcoholic beverages are not permitted on the property without a city permit which must be submitted to ACSCC two weeks in advance of the event. Violators will have their security deposit revoked and will be asked to leave the premises. Arts Council will not extend the privilege of using the space for future events.
6. **Equipment:** We offer (6) tables and (25) classroom chairs for each event.
7. **Decoration and signage:** All decor and signage must be placed without the use of staples, nails or screws. All decor and signage must be removed and disposed of by the event organizer immediately after the event.
8. **No Smoking:** this is a no smoking facility, this includes the back patio area.
9. **Right to Cancel:** Arts Council reserves the right to cancel an event if the facility is, in the judgment of Arts Council, rendered unsuitable for the presentation of the event due occurrences beyond the control of Arts Council. The Arts Council reserves the right to cancel an event if these policies are not followed.
22. **Age Limit for Event Organizer:** All applicants must be 18 years of age or older. The person named on the Facility Use Agreement must be present throughout the contracted time of facility use.
23. **Employee Liability:** Employee is not liable for cleaning the space after use or regulating guest interactions within the space. The Employee will be available by phone as a resource for navigating the space, i.e. providing help with available equipment and space usage restrictions/accessibility questions. An Arts Council

employee will be present at the end of the event to do a walk through and collect keys.

24. **Liability Insurance:** Event organizer will provide a copy of a certificate of Proof of Liability Insurance to Arts Council Santa Cruz County listing Arts Council Santa Cruz County as well as the Property Management Company and Owner, as additionally insured for at least \$200,000 for personal injury sustained by any one person, \$1,000,000 for injuries sustained in any one accident, and \$100,000 for property damage. Event organizer is responsible for any and all damage to the premises, equipment or property and is liable for all the actions, behavior, and damages caused by guests, attendees, staff, or volunteers at the event.

Reservation Request Form

Event Organizer/s Name: _____

Event Organizer Phone: _____

Event, Description, Dates and Times

Event Title: _____

Event Date/s: _____

Setup start time: _____

Event Start Time: _____

Event End Time: _____

Cleanup End Time: _____

Event needs: _____

Fees & Deposit

Security Deposit: \$ 200

Rental Rate: **30/hr** _____ hrs \$ _____

Additional requirements: \$ _____

Total fees: \$

I _____ fully acknowledge that I have read the Arts Council of Santa Cruz County Watsonville Center for the Arts Use Policies & Agreement, that I understand the agreement and the policies and will abide by them. I agree to adhere to the timing described in this document for this event and to pay indicated fees, present proof of insurance, and present proof of all applicable permits. Further, I agree to hold harmless from any loss the Arts Council, the Property Management Company and the owner of the building.

Event Organizer Signature: _____ Date: _____