

# The Launchpad Policies & Procedures

---

Renter name

Name of business/organization

---

Email address

Phone number

## Hours Of Operation

The Launchpad is comprised of the Carbondale Arts office, the Carbondale Arts R2 Gallery & Artique and two rentable studio spaces: an open studio and a closed studio.

### **R2 Gallery, Artique & Carbondale Arts Offices**

Monday through Friday, 9 am to 5 pm, Saturday 10am to 2pm (when there is a current exhibition in the R2 Gallery)

### **Open Studio & Studio C**

Sunday through Friday, 7am to 11pm & Saturday, 9:30 to 11pm as reserved by renters

## Rental Rates

Spaces rented by the hour are rented at the full rental rate. A renter must rent a space four or more instances a month to receive the "regular's" rate. "Peak Time" hours are from 3 to 7pm on Monday through Thursday.

	<b>Peak Time Rate</b>	<b>Off Peak Rate</b>	<b>"Regulars" Peak Rate</b>	<b>"Regulars" Off Peak Rate</b>
<b>Classes &amp; Workshops</b>	\$20 per hour	\$16 per hour	\$16 per hour	\$12 per hour
<b>Rehearsal (non income)</b>	\$10 per hour	\$10 per hour	\$8 per hour	\$8 per hour
<b>Special Events</b>	\$65 per hour	\$50 per hour	N/A	N/A
<b>Day Rate</b>	\$450 per day	\$450 per day	N/A	N/A

## Policies & Procedures For All Renters

Please initial upon reading each section.

### **RENTAL RESERVATIONS**

All bookings can be made at [launchpadcarbondale.com](http://launchpadcarbondale.com). Rental reservations can be made four months in advance (max) and 12 hours in advance (min). All reservations must be approved by The Launchpad staff.

\_\_\_\_\_ *Please initial here.*

### **REQUIREMENTS FOR FINAL CONFIRMATION OF RENTAL RESERVATION**

#### **Hourly Rentals & Regulars**

1. Completed online user account with credit card on file.
2. Signed Policy & Procedures document
3. Proof of insurance and/or license (if applicable)

#### **Special Events**

1. Pay cost of rental at time of reservation plus security deposit (security deposit to be paid with check only)
2. Signed Policy & Procedures document
3. Proof of insurance and/or license (if applicable)

\_\_\_\_\_ *Please initial here.*

## USE OF SPACE

**A. Studios** may be booked for educational & artistic purposes with a focus on performance & movement based arts. Other activities such as conferences, fundraisers, etc. are considered special events (see C).

**B. Gallery Space** is for use by Carbondale Arts gallery exhibitions. Artists interested in curating an exhibition must fill out an Exhibition Proposal for review by the Gallery Committee. Artists interested in participating in open call and invitational shows must submit their name, contact information, letter of interest, and digital samples of their work to [info@carbondalearts.com](mailto:info@carbondalearts.com).

**C. Special Events.** The studios and gallery can be rented for special events upon approval by The Launchpad administration. Special Event Rentals are for events that do not fall into the category of performance & movement based arts activities and will require a minimum reservation of 2 hours and reservation of one or more spaces.

\_\_\_\_\_ *Please initial here.*

## RENTER REQUIREMENTS

**A. User Agreement & Liability Form.** All renters must complete a liability form and sign a user agreement prior to use of space.

**B. Payment.** All renter bookings must be paid with credit or debit card. Special Event bookings must be paid up to 12 hours prior by debit, credit, cash or check. Checks can be made out to The Launchpad.

**C. Primary Representative.** At time of reservation renter must provide The Launchpad with name, address, phone number, and email of renter's primary representative as well as method of registration for their class if applicable. Primary representative must be 18 years of age.

**D. Provision of Media & Materials.** Renter is encouraged to supply The Launchpad with printed materials such as brochures, class descriptions, and business cards to put in display. If you would like your activity to be listed in our monthly e-blasts, handouts or on our website, you must complete the online class description form by the 2nd to the last Friday of the month to be included for the next month.

**E. Insurance & Licensure.** Renters must have the insurance to conduct events and classes. Licenses are required for those conducting classes in activities that require one, i.e. aerials, pilates, etc.

\_\_\_\_\_ *Please initial here.*

## CANCELLATIONS

The Launchpad will not refund payment for studio reservations cancelled with only 24 hour notice. Any time before that, a full refund can be issued.

\_\_\_\_\_ *Please initial here.*

## SECURITY & DAMAGES

**A. Distribution of Keys.** A lock box containing one copy of a key to the Main Entry of The Launchpad will be available for use by renters during non-office hours.

**B. Locking Doors/Closing Windows After Use.** The last user of the day is responsible for locking all doors and windows prior to leaving. Failure to do so will result in a \$20 charge to the renter's credit card on file.

**C. Damages.** Damages to the building will be addressed on a case by case basis, and as the party responsible for the rental, you could be held liable for a portion of the cost of repairs.

\_\_\_\_\_ *Please initial here.*

## SAFETY

**A. No Open Flames**

**B. No Bicycles,** skateboards, or dogs in facility. There is designated bicycle parking outside and places for dogs to hang out.

**C. Alcohol, Controlled Substances, & Smoking.** Services of alcohol requires The Launchpad administrative approval. Local, State, and Federal Law prohibit the unlawful possession and/or distribution of controlled substances, stimulants, hallucinogenic substances, and marijuana. Individuals found in violation are subject to immediate removal from premises and arrest by Police. Smoking of all kind is prohibited in The Launchpad. Special Events with alcohol must acquire a liquor license.

**D. Interruption or Termination.** The Launchpad shall retain the right to cause the interruption of any event or class in the interest of public safety, and to likewise cause the termination of such event when, in the sole judgement of The Launchpad, such act is necessary in the interest of public safety.

**E. Code of Conduct.** The Launchpad anticipates all parties utilizing the facility to be respectful. The Launchpad reserves the right to dismiss any renter or participant from the premises without prior notice for threatening, violent, vulgar, or disruptive behavior. Refunds will not be given in this instance.

\_\_\_\_\_ *Please initial here.*

## **SPACE ASSIGNMENT**

The Launchpad reserves the right to make available other public areas of the facility, including but not limited to the gift shop, gallery, and studios for concurrent use by another renter or managing organizations (D.I. & CCAH).

## **ASSIGNMENT OF USE**

The Renter may not sublet any rented space(s), or in any way assign the rented space(s) to another person or organization. The renter may not utilize the rented space(s) for any purpose other than that which is specified in the agreement. This agreement is not assignable or transferable.

## **STAFFING**

The Launchpad administration shall have final authority to determine if staffing is necessary for special events. Renter will be charged for all such labor aside from those included in basic rent.

## **TIME**

Time granted under the agreement shall not be extended for the use of the facility or installation/removal of equipment without the written permission of The Launchpad administration. Additional Fees may apply.

\_\_\_\_\_ *Please initial here.*

## **BUILDING SERVICES**

The Launchpad shall be the sole judge of the character and amount of all services supplied to the premises including without limitation, electric current, water, heat, air conditioning and janitorial service. The Launchpad is not liable for any stoppage or interruption of these services.

## **DELIVERY OF GOODS**

Any materials belonging to the renter delivered to the facility without the renter present, will not be accepted by The Launchpad, unless a prior agreement has been made.

## **STORAGE OF GOODS**

**A. Storage Personal Property.** Any materials belonging to the renter or renter's students/participants cannot be stored at facility for any undetermined period of time. An agreement must be made with The Launchpad administration- additional fees may apply.

**B. Liability.** The Launchpad is not responsible for property left on the premises and has no liability if such property is lost, stolen or damaged, except in instances when artwork is displayed in gallery exhibitions and covered by insurance. Property left one week will be discarded. See Gallery Policies for artwork left two weeks after the closing of an exhibition.

## **EQUIPMENT & ALTERATIONS**

**A. Equipment.** The Launchpad's equipment is not to be removed from the facility. Renters are welcome to supply their own sound system and other necessary equipment as long as it does not damage The Launchpad property or exceed sound limits of the building.

**B. Alterations.** All tape used on studio and gallery floors must be approved for use by The Launchpad administration. No nails, tacks, or screws allowed in walls. Painter's tape is acceptable for hanging of educational posters.

\_\_\_\_\_ *Please initial here.*

## PUBLICITY

**A. Media.** The Launchpad reserves the right to use photos taken our programs for publicity purposes.

**B. Recusal:** Renters and their participants can notify The Launchpad in writing if one does not want themselves, their minor, or their artwork to be photographed for promotional purposes.

## MINOR

**A. Supervision.** Renters who work with individuals 18 years and under must remain on site and supervise minors until they have left the building via the supervision of their guardians or through other arrangement.

**B. Drop Off & Pick Up.** Guardians may not drop off children to hang out in the gift shop & gallery more than 15 minutes prior to class, unless guardian is present to supervise. Renters of minors are solely responsible for communicating this policy to their clients.

\_\_\_\_\_ *Please initial here.*

## EMERGENCY RELEASE FORMS

**A. For Minors.** Every child under the age of 18 is required to have a current Child Emergency Form on file with The Launchpad administration.

**B. For Adults.** Renters are encourage, but not required to have their adult participants complete a liability form to be kept on file with The Launchpad administration.

**C. Access to Forms.** Forms are kept on file in a locked cabinet in the Open Studio closet for one year unless there are updates or changes. Renters who do not supply their own form can contact The Launchpad for a sample or download one on The Launchpad website at time of reservation.

\_\_\_\_\_ *Please initial here.*

## General Policies for Studios

### FOOD/BEVERAGE

No eating or drink of any kind (except water) can be consumed in the studio space unless part of special events agreement. Water containers must have a fully sealing lid/cap.

### PERSONAL BELONGINGS

Personal items not pertaining to the needs of the class must be left in designated areas. No street shoes, boots, sandals, high heels, or cleats may be worn in Studio C. Only bare feet and non-street shoes are acceptable.

### DOORS & WINDOWS

Doors and windows can be open during the day from 9 to 5pm. To respect the residential neighborhoods, windows and doors may be open in the evening from 5 to 8pm with reasonable sound levels.

## Acceptance

I acknowledge that I have read and agree to the above Policies and Procedures.

---

Signature of renter

Date

---

Printed name of renter