



CLASSROOM USE AGREEMENT GARRARD ARTS

please print

DATE: _____

APPLICANT NAME: _____

ADDRESS: _____

CITY: _____

ST: _____

ZIP: _____

EMAIL: _____

PHONE: _____

CELL: HOME: WORK:

NAME OF WORKSHOP _____

DATE OF WORKSHOP _____

TIME IN: _____

TIME OUT: _____

TOTAL FEE COLLECTED FOR CLASS: \$ _____

OF PARTICIPANTS: _____

FEE IF ANY DUE TO CENTER: \$ _____

- Classrooms must be reserved. We recommend that you reserve your room 90 days prior to event to allow ample time to advertise. 15% of total moneys collected for class with be charged to instructors / artist for use of room if fees are charged for workshop.
- An outline of class should be presented to Art Center Director including written information regarding class, supply lists, time, date and photos of finished project where applicable. Bios of instructor and any other information that might encourage attendance is encouraged.
- Event forms will be made available and must be completed by instructor at the end of each workshop.

Garrard County Arts Council
206 Lexington Rd Lancaster KY 40444
www.garrardarts.com 859 334 0422 contact@garrardarts.com

- Garrard Arts will help in marketing your workshop on social media and in the newspaper. We encourage posters and flyers that can be placed at the art center and around the community. You are encouraged to market your workshops as well thru your social media or other avenues membership of your choosing.
- Active membership in the Garrard Arts is encourage. Members will be given priority consideration when scheduling workshop dates.
- All trash must be emptied, and classroom left clean, sinks wiped out, floor swept (and mopped if needed) tables wiped. Chairs, tables, easels and other equipment returned to where you found them.
- We have a kitchen area and refrigerator that may be used in the common area. No food is to be left in classrooms or trash cans.
- Be considerate, remember that you are sharing space. Music (content and/or volume) or other noises should not be disruptive to other occupants in the building.
- No smoking inside the building.
- Please do not adjust thermostats.
- All lights must be turned off, all entry doors secured, and alarm set when leaving the Arts Center building.
- Please log in/out when arriving and leaving the building. You may be required to contact the Director when you are entering or exiting the building if after regular business hours.
- No pets allowed.
- Children must be kept under constant supervision and not allowed to run free in Art Center.

By signing below, the applicant acknowledges agrees to all the terms, conditions.

_____ DATE _____
APPLICANT SIGNATURE

_____ DATE _____
BOARD MEMBER SIGNATURE