



# Crossroads Carnegie Art Center Rental Agreement 2022

Individuals or groups will be allowed to rent the Crossroads Carnegie Art Center Building and at no time will a Crossroads program or class be moved. Rental times are scheduled with a staff member at Crossroads by calling 541-523-5369. Audio/video is included with this agreement in the downstairs studio only.

Name of Renter: \_\_\_\_\_

Name of Organization Renting: \_\_\_\_\_

Non-Profit ID# (If Applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Are you 21 years of age or older?  Yes  No

Reservation Date: \_\_\_\_\_ Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

Please check the box if you are filling this form out for recurring reservations at Crossroads.

## FEES

### **BIRTHDAY PARTY EDUCATIONAL PARTIES:**

See Party Package Flyer for Pricing

### **BUSINESS MEETING:**

\$25.00 an hour, 1-4 hours in duration. M-F and during the day only. If a service club meeting and Crossroads staff are the speakers the fee is waived.

### **SUNDAY PARTIES:**

1-4 Hours in duration-\$50 an hour includes one hour of set up and clean up at no charge. No Alcohol. No more than 50 people at a time- Open houses with guests coming and going are fine. \$250 refundable cleaning fee (check written to Crossroads, held by Crossroads) Fees must be paid to reserve the space.

### **COURTYARD PARTIES:**

\$50 for outside only parties 1-3 hours. No alcohol. Includes one hour of set up and clean up at no charge. Access to Crossroads tables and chairs. Can be scheduled during the week or on weekends or during times of Crossroads classes as guests will not interrupt Crossroads programs. Rental fee will be refunded if event has to cancel due to inclement weather.

### **CLASS REUNION PACKAGE:**

4-6 hours including one hour of set up and clean up. \$50 an hour  
\$250 refundable cleaning fee (check written to Crossroads, held by Crossroads)  
Fees must be paid to reserve the space.

Group no more than 60. No alcohol.

Crossroads staff will set up/take down tables and chairs and sweep and mop the floors after the event.

Crossroads staff will give your group a tour of the building.

Describe in detail the specific reason/purpose for the reservation:

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Will there be any entertainment and/or music planned? (No music will be played outside of the building past 9:00pm):

Yes  No

If yes, describe/identify in detail the type of entertainment and/or music:

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Total number of people expected to attend: \_\_\_\_\_ Number of children under 18 expected to attend: \_\_\_\_\_

Will this event be primarily attended by persons under age of 18?  Yes  No

*Please note:* Crossroads Rules and Regulations requires a responsible adult, age 21 or over, be in charge of events and be present at all times during rental period for activities involving minors.

Has, or will, this event be advertised and/or announced publicly in any way?  Yes  No

I hereby agree to follow all Crossroads Carnegie Art Center Rules and Regulations and acknowledge receipt of a copy of said rules. I hereby acknowledge that if I should need to cancel I need to do so within 48 hours of reserved date. I acknowledge that I am the individual responsible for the care and maintenance of the Crossroads during the period of use for which it is being rented. I understand I am responsible to assure that no artwork is damaged. I understand the highest care must be given to the 1909 Carnegie Library Building. I agree to indemnify and reimburse Crossroads for any and all damages resulting to Crossroads Property from the use of the Carnegie Library Building, normal wear and tear expected. I understand that failure to abide by the provisions, in the rental agreement and/or on the clean-up checklist will result in the loss of my privilege to use the community center free of charge.

I further understand that the Crossroads reserves the right, in its sole discretion, to unilaterally cancel and/or revoke this rental agreement and/or to terminate the planned/use event in progress, for any reason, including but not limited to: if utilization is for purposes other than that disclosed herein: or if inaccurate information is disclosed herein: or if the use/event is deemed hazardous to the public health, safety or welfare: or for noncompliance with any applicable Baker City Ordinance or State or Federal laws and regulations.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature of Renter Date

### **HOLD HARMLESS/INDEMNIFICATION AGREEMENT**

This Hold Harmless/Indemnification Agreement (the "Agreement") is made this day of \_\_\_\_\_, between \_\_\_\_\_ at \_\_\_\_\_ (Hereinafter referred to as "Renter") and (Crossroads Carnegie Art Center, a 501 C 3 Non-Profit referred to as Crossroads")

In consideration for the use of the Crossroads Carnegie Art Center as permitted by the Crossroads Board of Directors and Staff by the undersigned, the parties hereby agree as follows:

1. The Renter agrees to indemnify, defend and hold harmless Crossroads, its officers, agents, and employees from and against any and all claims, damages, losses, liabilities, judgments and expenses, of whatever nature, including reasonable attorney fees arising from, during or in conjunction with the Renter's use of Crossroads, of which may be caused in whole or in part by any act or omission of the Renter, or by any agent or employee of the Renter.
2. The Renter agrees to indemnify, defend and hold harmless Crossroads, its officers, agents, and employees from and against any and all claims, damages, losses, liabilities, judgments, and expenses of whatever nature, including reasonable attorney fees, arising from, during or in conjunction with the Renter's service of alcoholic beverages on the Crossroads premises during, or in conjunction with the Renter's its use of the said Crossroads Building.
3. The Renter further agrees to indemnify and reimburse Crossroads for any and all damages resulting to Crossroads property from the Renter's use of the Crossroads premises, including damage or theft of art work or property of Crossroads by the renter, guests or any member of their group or party they gave access to the building. Normal wear and tear excepted.
4. The Renter agrees that its use of Crossroads as contemplated in this Agreement will be in compliance with all applicable City ordinances, State and Federal laws and regulations.



5. Should it become necessary for Crossroads or someone on their behalf to incur costs and expenses to retain the services of an attorney to enforce this Agreement or any portion hereof, or to present a defense to claims arising from the situations identified above, the undersigned agrees to pay Crossroads all costs and attorney fees hereby expended or for which liability is incurred
6. Crossroads reserves, and the Renter recognizes and accepts, the Crossroads Board of Director and staffs absolute right to terminate usage of Crossroads including, but not limited to the Crossroads Carnegie Art Center at any time if any violation of this Agreement or City rules and/or procedures for such use are violated.
7. The undersigned, signing on behalf of Crossroads is empowered by said entity and by the authority of its Board of Directors, if applicable, to bind said Renter to the terms and conditions of this Agreement.

\_\_\_\_\_  
Signature of Renter

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

### **CROSSROADS CARNEGIE ART CENTER RENTAL UNDERSTANDING**

- I understand that Crossroads Carnegie Art Center is a 1909 Historic Structure and that the utmost care must be taken to safeguard the building. This includes:
  - Understanding the capacity of the building
  - No alcohol
  - Monitor the conduct and behavior of your guests including assuring that the artwork in our galleries and all property of the art center is not damaged or stolen. No guests upstairs or on stairs. Guests limited to rented space only and restroom.
  - Intense supervision of all minor children (in fact it is encouraged that after the wedding or reception is completed to arrange for a babysitter to take the children off site.) Reasons: Every pane of glass in the building is single pane handmade glass and through the natural energy of children and their games it would be so easy for them to break or fall into one of the windows.

### **CROSSROADS CARNEGIE ART CENTER RULES & REGULATIONS**

1. The upstairs of the art center is seldom used by events unless special arrangements are made. The upstairs restroom is the ADA complaint restroom and if your party has a person needing this restroom they need to be escorted up the elevator. Only the ground floor entrances should be used.
2. Each group is responsible for orderly conduct and must leave Crossroads in the same order as it was before their use. Renter is responsible for sweeping, mopping, cleaning the kitchen, and emptying garbage into dumpster before leaving the art center.
3. Any damages done to the building, including any plumbing problems arising from your use of the building, will be charged to the renter.
4. The City of Baker City's noise ordinance will be enforced by the police department.
5. Animals are prohibited from the inside premises of Crossroads with the exception service animals.
6. Crossroads is NOT responsible for lost, damaged or stolen personal items during your rental period.
7. If the deposit is withheld because of the renter's maliciousness or negligence the renter or their agents or hired staff is barred from renting Crossroads again.
8. No decorations are allowed on the Community Center walls. Decorations may be placed on tables but must leave no marks or residue when removed. Confetti, glitter and candles (battery operated candles are acceptable) are not allowed. Helium balloons must be removed before the close of business if they are left in the studio they will set off the alarms.
9. Decorations or lights can only be hung from running fishing line from the exhaust piping in the downstairs studio. No staples, pins, or adhesives can be used on the walls, cabinets or ceilings. Staples, pins and adhesives can be used on the chair railing on the walls. All staples, pins and adhesives must be removed. The use of command adhesive no stick hangers and hooks are allowed and must be removed. If the walls or ceilings are damaged renter is responsible for the cost of a plasterer and painter to make the repairs.