



Forge Rental Policies and Agreement

Educational Programming
The Jacksonville Center for the Arts
220 Parkway Lane, Suite 1
Floyd, VA 24091
(540) 745-2784
education@jacksonvillecenter.org

Renter: please initial that you have read and understand the following:

- Forge access is available during the Center's business hours.
- Participants are required to sign in and out on the Studio Sign-In form at the front office during each visit.**
- During sign-in, renters should pick-up a Studio Pricing Worksheet to track any materials, fuel and rental fees for the day.
- If issued a Forge key during sign-in, renter must return the key no less than 15 minutes before the center's closing time.
- The forge is only available to renters when the space is not otherwise scheduled. Monthly class schedules are posted in the forge and in the front office. Renter's must confirm space availability prior to arrival.
- Rent is \$150/month; \$50/week; \$15/day. Rent is due at the end of the day for 1-day rentals. However, weekly and monthly rental fees are due at the beginning of the rental period.
- A \$50.00 security deposit is required with forge rental. The security deposit will be retained by the center for the duration of the agreed rental period. Unless otherwise specified, deposits will be returned after confirmation of forge condition.
- Renters are responsible for damage done to tools and equipment due to negligence or mistreatment.
- Rental of the forge includes use of tools, equipment and coal. All tools must be returned to their respective storage containers.
- Renters must be instructed in procedures for using torches and forges by a qualified instructor before they will be cleared by Education personnel to work on their own.
- Renters will be assigned shelf space for their supplies and work *upon request*, and are obligated to confine their work to this space when not in the forge. Make arrangements for space with Education personnel.
- Renters are responsible for acquiring their iron and acetylene fuel, though they may purchase this from the center.
- Arrangements **must** be made with Education personnel before materials are used—**unplanned use may result in insufficient supplies for classes**. Current charges for use of the iron and acetylene will be listed on the Forge Pricing Worksheet, available in the office.
- All safety precautions regarding use of the forge **MUST** be adhered to.
- Renters are expected to be done cleaning their forge area and for checking-out at the office at *least* 15 minutes before the center closes. The renter is responsible for knowing when closing time is and for paying any fees due before leaving the premises.

Renter Information

Name _____

Address _____

Phone _____ E-mail _____

I _____ agree to the terms and conditions put forth in this document and will be held accountable to operate in accordance to its policies. I agree to hold The Jacksonville Center for the Arts, its staff, students and/or instructors, free from any liability, both expressed and implied, due to any harm to myself or my personal belongings related to time spent in the studio.

I will leave the forge in the condition that I found it and report any damage, or concern.

(Signature)

(Date)

This rental contract is good until the end of the signed calendar year. A new standing contract must be signed for each calendar year. These policies are subject to change at any given time. The center will strive to provide thirty days notice with any changes. Standing renters will be notified of any changes and presented with a new contract.

