



Pottery Studio 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:

___ Studio 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.**

___ Rent is \$100/month; \$40/week; \$7.50/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 pottery studio 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 studio condition.

___ Renters are responsible for damage done to tools and equipment due to negligence or mistreatment.

___ Renters must record any firing in the Kiln Log—located in the Front Office.

___ All firings are coordinated by Education personnel and renters must check in to make sure of appropriate times to fire.

___ 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 studio key during sign-in, renter must return the key no less than 15 minutes before the center's closing time.

___ The studio is only available to renters when the space is not otherwise scheduled. Monthly class schedules are posted in the Glass Studio and in the front office. Renter's must confirm space availability prior to arrival.

___ Rental includes the use of pottery studio tools and equipment. All tools must be returned to their respective containers at the end of each day.

___ Renters must be approved for use of the studio and firing the kilns by Education personnel before they will be cleared to fire 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 studio. Make arrangements for space with Education personnel.

___ Renters are responsible for acquiring their own clay and glazes, 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 clay and kilns will be listed on the Pottery Studio Pricing Worksheet, available in the office.

___ Renters are expected to be done cleaning the pottery studio 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 stated 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 studio 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.

