



## Glass 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.**
- 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.
- Rent is \$120/month; \$40/week; \$10/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 glass 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.
- Rental includes the use of glass and/or metalworking toolkits. All tools must be returned to their respective containers at the end of each day.
- Renters must be instructed in procedures for using flameworking torches and firing electric kilns 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 studio. Make arrangements for space with Education personnel.
- Renters are responsible for acquiring their glass and metalsmithing materials, 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 glass, electric kilns and fuel will be listed on the Glass Studio Pricing Worksheet, available in the office.
- All safety precautions regarding use of glass and flammable gas **MUST** be adhered to.
- Renters are expected to be done cleaning the glass 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 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 glass/metalsmithing 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.

# Studio Use & Deposit Record

Please date and initial for each activity conducted  
In order to use the studio, a renter MUST have a deposit on file

<b>Date</b>	<b>Type of Activity</b>	<b>Payment</b>	<b>Receipt Number</b>	<b>Deposit Refund Requested</b>	<b>Deposit Returned</b>