



RENTAL APPLICATION

Instructor

www.springwaterstudio.org ~ 120 S. W. Towle Ave. Gresham, OR 97080 ~ 503-665-9442 ~ info@springwaterstudio.org

Instructor Contact Information

Instructor Name:

Company Name:

Address:

Email:

Phone:

Website:

Space Requested *(check all requested)*

The Studio

The Classroom

Outdoor Spaces

Course Information

Class Title:

Date(s) & Time(s) Requested:

Registration Method(s) & Information:

Course Description:

Age Range of Students: _____

Rental Fees:

Setup & Cleanup (1/2 hour max. before and after class): FREE!

Workshop (2-5 hours, single day): \$25/Hour

Short Course (6-9 hours over multiple weeks): \$15/hour

Long Course (10+ hours over multiple weeks): \$10/hour

Total Fees for Class (# of hours x Fee Rate):

Marketing: Springwater Studio is happy to provide marketing support for rental instructors, including listing the course on our website and social media platforms. If you wish to take advantage of this service, you must provide the following marketing materials to Springwater Studio: a one-paragraph class description, a class promotion image, and registration information. Additionally, you may submit materials for distribution on Springwater's social media platforms, such as: photos, pertinent links, text snippets, a short instructor biography & photo, etc. By signing this agreement, you grant Springwater Studio full permission to use and/or edit all proffered materials for marketing purposes, both in print and online. Materials must be emailed to info@springwaterstudio.org.

Additional Comments or considerations:

Conditions of Use:

1. Use is restricted to designated area (office space not available for non-parish groups).
2. Furnishings are not to be moved without prior approval and supervision.
3. Applicant has been provided a copy and understands the Facilities Use Policy.
4. Applicant will provide a current Certificate of Fire, Theft, and Liability Insurance if applicable. The Church is to be named as "Additional Insured."
5. Applicant indemnifies the Church from all expenses, claims and demands arising from use of the premises by Applicant or from the act or omission of any person present or acting on behalf or under the authority or permission of Applicant.
6. No money generating activities shall take place on the premises- including charging admission or tuition, selling raffle tickets, collecting donations, selling of wares, etc. -without express permission from Springwater Studio.
7. Rental Fee is due in full on or before the day of the rental.
8. Studio art supplies and equipment are not to be used without the prior consent from Springwater Studio.

The above conditions are agreed to by Applicant:

Signature: _____ Date: _____

****Note: All rentals are subject to approval by the Springwater Guild and availability of the space. Building entry details will be emailed to coordinator one (1) week prior to [first] class. Rental fees are due in full on or before the first day of a class.**

For Office Use Only

Permission for the above described use is hereby granted:

By: _____ Title: _____ Date: _____

Springwater Coordinator for Class

Name: _____ Phone: _____ Email: _____

Rental Fee Received: Date: _____; Amount: _____; Check #: _____



Building Community to experience Life, Growth,
& Healing through the Creative Process

STUDIO USE POLICIES

Fire Code and seating restrictions must be followed at all times. Event may be interrupted or shut down without refund to remedy fire code violations. Studio Capacity is: **25 people** (however art classes maximize at 15)

EMERGENCY CONTACTS: 9-1-1 Fire: **(503) 618-2355** Police: **(503) 618-2338**

Smoking: Smoking is NOT allowed in the Studio, the Church or within 50 feet of the premises.

Restrooms: If needed, the Parish Hall restrooms are available (and ADA accessible) except during AA meeting times from 11:30-1:30 daily.

Kitchen: Off limits to anyone but Studio staff or St. Luke Parish members.

Before you leave:

1. Follow clean-up procedures below;
2. Close all blinds;
3. Unplug any fans, heaters, coffee pots/hot water heaters used (do not unplug refrigerator or microwave);
4. Turn off all lights (including bathroom and closet);
5. Make sure all inside and outside doors are locked and secure.

Cleanup:

1. Remove all decorations & signs put up by your group;
2. Clean, dry, and return to shelves all art tools and equipment used;
3. Empty, clean and return any kitchen items used (coffee pots, mugs, spoons, etc.)
4. Clean off tables & chairs, wiping up any food/drink, paint, glue, clay residue, etc;
5. Sweep floors (mop with soap & water if necessary);
6. Place recyclables in the recycling bins;
7. Remove all trash to dumpster (on east side of building);
8. Restore tables & chairs to original setup;
9. Clean any outdoor areas your group has used;
10. Scrub down utility sink;
11. Toss bucket waste water (clay/plaster of paris) outside in drainage area

Youth Events: One chaperone/instructor (21 yr. old or over) is required for every 10 youth (list of names & phone numbers to be filed). Children under 16 attending adult or all age events must be supervised.

Child safety policy: All suspected child abuse **MUST BE REPORTED IMMEDIATELY TO THE STUDIO.**

Regular employees of the Studio shall attend a minimum of four hours SAFE Church training through the Episcopal Diocese of Oregon. All events involving minors must have at least two (2) non-related adults present; adults are not permitted to be alone with a minor in the Studio or on the premises unless they are immediate family members.

Alcohol policy: If alcoholic beverages are to be served or permitted on the premises, indoors or outdoors, the following must be provided: (1) An additional refundable \$200 deposit, (2) Acquisition of the appropriate OLCC license(s) if alcohol is sold, (3) Certificate of insurance must be filed with Center NO LATER THAN TEN DAYS PRIOR TO THE EVENT, providing the following STATED EXPLICITLY: a) \$1,000,000 Bodily Injury & Property Damage Liability Limits; b) Including Liquor Liability; c) Naming the City of Gresham, its officers, agents & employees as additional named insureds for any claim or claims resulting from or growing out of the operation or events of the principal insureds; & d) Providing ten days notice of cancellation.