



# First City Art Center Classroom Rental

1060 N. Guillemard St. Pensacola, FL 32501  
(850) 429-1222 [firstcityart.org](http://firstcityart.org)

***You must submit a rental application if you are using the Classroom for ANY activity that is outside the FCAC's programming.***

**General liability insurance is now required for all rentals as of 1/1/2018.**

If you'd like to offer a class or workshop on a recurring basis, please contact the office about teaching opportunities available at FCAC. First City Art Center offers creative space for the pursuit of learning, comradeship, larger scale events and community enrichment.

This classroom space can be used for classes, workshops, and art birthday parties. It is in Building #3 and is approx. 1200 square feet including a handicapped accessible bathroom.

The classroom is rented in 3-hour blocks of time; the rates are below. Please call (850) 429-1222 to check the availability of the space before submitting the application.

*Please note that we are a non-profit art center and an educational facility, and other classes may be scheduled on campus during your event, but will not interfere with your reserved space.*

## **RENTAL FEE:**

### **Standard Rental Fee:**

**\$100.00 for 3 Hours**

**\$25 for every additional hr over 3 when renting on one day**

### **Non-Profit/Educational Rate (Must Be Approved)**

**\$50.00 for 3 Hours**

**\$20 for every additional hour over 3 when renting on one day**

**Table and Chair Usage Fees:** \* Needs to be indicated on application to ensure availability.

**50 chairs with padding** = flat price of \$ 20. for any number of up to 50 chairs.

**30 chairs without padding** = flat price of \$ 10. for any number of up to 30 chairs.

**3 Round Tables that are 60" Diameter** = \$ 10. To rent all 3 round tables for the duration of your rental.

**10 Rectangular Tables that are 5 feet long x 2.5 feet wide** = \$ 2 each table.

**6 Rectangular Tables that are 6 feet long x 2.5 feet wide** = \$ 2 each table.

**Deposit: \$60.00**

Up to half of the security deposit or \$30 will be refunded to the renter upon verification that the space has been cleaned, and all trash removed from the premises immediately following the end of the rental period. The Hangar/patio space must be inspected by a staff member after the rental is over if a return of deposit is requested, to ensure the space is returned to its original state, and is undamaged. You must request the deposit if you want it returned to you the week following your event, otherwise we will consider it a thoughtful donation as a token of your gratitude for using the space. It may take up to three weeks to process your refund request.

**RENTAL POLICIES:**

- Renter is responsible for ALL event set up and clean up. This includes trash and bathrooms.
- All trash must be thrown away in the dumpster in the parking lot and trash bag replaced. This includes bathroom trash cans, as well as a light cleaning of the bathroom(s) your group used.
- Take away all items you brought in, and leave all FCAC belongings where you found them.
- Please do not leave any leftover food after your rental, and be sure to empty the trash can especially if there are any food scraps - no one wants a smelly classroom filled with ants!
- No supplies, tools, equipment, etc. may be left in the facility following your rental without permission from the Creative Director or the Managing Director. Doing so may result in the loss of your deposit. Any personal property left on FCAC premises for more than 24 hours following your rental becomes property of FCAC and may be disposed of, unless approved by a Director.
- Renter is restricted to using the area they have rented. If you are interested in any additional use of the facility, this must be requested in the application form prior to the day of the rental.
- FCAC Staff is not responsible for setting up the space, moving chairs or tables for your rental.
- If you plan to use FCAC tables and chairs, you MUST specify how many in your application.
- All tables, chairs, and other items moved must be returned to their previous location. If you are renting chairs, all folding chairs must be returned to the chair rack after use.
- Do not use the padded folding chairs if paint or "messy," mediums will be used that stain.
- Do not use any FCAC art supplies in the storage closet unless you receive prior admin approval.
- If you use paint, please cover the tables and be sure to clean up properly afterward.
- If you use the mop sink to clean up after painting or using clay, you must rinse the sink out and wipe down the sink to rinse out excess paint/clay residue.
- If rented area is found to be inadequately cleaned, the entire security deposit will be forfeited.
- Parking is available in our lot until the lot is full and space in our lot is never guaranteed.
- **No alcohol** can be served or given away without prior approval from the director(s).
- You must provide your own extension cords, projector, screen, speakers, and PA equipment, unless you receive prior approval and specifically request the use of any of these items in your application, based on availability and not guaranteed until approved.

## **GENERAL LIABILITY INSURANCE:**

First City Art Center must receive a Certificate of Insurance, to be submitted with rental payment at least 7 days prior to the date of the rental. Certificates must list the First City Arts Alliance, Inc. (DBA, or “Doing Business As”) First City Art Center as an “Additional Insured” with no less than \$ 1,000,000. limits of liability coverage. You must indicate on the “Certificate of Insurance” the type of rental and the date of your rental. Please begin this process immediately upon approval of your application, as it can take some time. Insurance can be obtained easily through your own insurance company, or through websites such as: [www.wedsafe.com](http://www.wedsafe.com) or [www.eventhelper.com](http://www.eventhelper.com). General liability insurance is required for any and all rentals that are not part of FCAC's programming. If you'd like to offer a class, workshop, presentation/lecture, etc. through FCAC as an instructor or partner, we can discuss the possibility of waiving the liability insurance and can also help you to promote your program by posting it on our website!

## **PAYMENT POLICY:**

You must pay the full amount owed no less than 7 days prior to the rental date WITH a copy of your Certificate of Insurance for the rental with the First City Art Center listed as an “Additional Insured”. We always appreciate full payment more than one week in advance, if possible. Less than 3 days (72 hours) prior to the rental start time will incur a \$75 late payment fee, since the space was prevented from being used by anyone else as it was held for you on reserve. You may not pay on the same day of the rental, as your rental reservation will be cancelled and your deposit will be forfeited if we have not received payment in full within 24 hours of the start time.

- **The classroom space is only reserved and guaranteed for use during the time that you paid to use the space.** You may be able to come and set up early upon request ahead of time, but if there are any conflicts with other classes or field-trips, please do not expect to use the space earlier or later than you originally specified. You will need to check with staff during the week of your rental to inquire if you are able to set-up early. It cannot be confirmed any earlier than the week of your rental, as our schedule often fluctuates. If you must guarantee that you have enough set-up/clean-up time, you will need to pay the standard hourly rate of \$50. per hour.

## **CANCELLATION POLICY:**

If you need to cancel your rental reservation, please call the office as soon as possible (850) 429 - 429-1222, or email us at [create@firstcityart.org](mailto:create@firstcityart.org).

If you have paid for the rental in full and it is at least one week prior to the rental date, the \$60.00 deposit will not be returned, but the full amount of the rental fee will be returned to you with at least 7 days notice. Cancellations within one week of the rental date will only be reimbursed for 50% of the rental fee, and cancellations within 48 hours will not be returned, unless it is due to severe weather that closes schools/government buildings, ie: hurricanes, tornadoes, natural disasters. We are in NW Florida, so rain is not considered severe weather unless a flood warning is issued. We will allow you to reschedule your rental if rain is a concern, based on availability.

## **APPLICATION PROCEDURE:**

**Submit your application to the FCAC Admin Office: [create@firstcityart.org](mailto:create@firstcityart.org)  
You can also mail it or drop it by the office during business hours.**

You will be notified upon approval of your application, which may take up to three weeks. Upon approval, you will be required to pay the \$60. deposit to officially reserve the space. Please do not consider the space booked if you have only called to inquire about our availability. **Your rental is not guaranteed until your application is approved and the deposit is paid. Insurance certificate is due with full rental payment.**

### **CLASSROOM RENTAL APPLICATION:**

**\* MUST BE SUBMITTED A MINIMUM OF SIX (6) WEEKS PRIOR TO YOUR REQUESTED RENTAL DATE(S) AND IS REQUIRED FOR ALL RENTALS / FACILITY USE OUTSIDE OF FCAC PROGRAMMING.**  
*Additional pages can be attached as necessary.*

**Date Submitted:**

**Full Name:**

**Address of primary residence:**

**Phone number (please include area code):**

**Email address:**

**Detailed Description of Class/Rental Usage:**

**Requested Date(s) and Day(s) of the Week:**

**Time of Arrival for Prep/Set-up:**

**Start time:**

**End time:**

**Finished Cleaning up by:**

**Total Number of Rental Hours (including Set up/Clean up):**

**How many people are you expecting will attend?:**

**Are you charging admission? If so, what is the cost to attendees?**

**Do you plan to have any food and/or drinks?:**

**Please Describe your Marketing/Advertising plan, if applicable:**

**Are you renting Tables and Chairs? If so, please specify how many of each?**

**CHECK HERE IF YOU AGREE WITH ALL RENTAL POLICIES:**  **I Agree**

***In addition to adhering to all Rental Policies, and making a full payment at least 7 days prior to the rental date, I understand that I must also purchase general liability insurance with coverage and limits depending on the size of the event, but no less than \$1,000,000. First City Arts Alliance, Inc. DBA First City Art Center must be listed as an “Additional Insured” for the rental date on application. I must submit proof of obtaining liability insurance upon full rental payment to FCAC, due at least 7 days prior to rental date. If the date of my rental changes for any reason, I must notify the insurance carrier and have the documentation updated.***

**PRINT NAME AND SIGNATURE: (If submitting through email, type your name)**

*\* You will be contacted after we’ve reviewed your application.*

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**Deliver Application to:**

First City Art Center  
1060 N. Guillemard St.  
Pensacola, FL 32501

**Email Application to:** [create@firstcityart.org](mailto:create@firstcityart.org)

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**For OFFICE USE ONLY:**

Date Reviewed: \_\_\_\_\_ / Reviewed By: \_\_\_\_\_

Approved or Denied: \_\_\_\_\_

\$60 Deposit paid (date and method of payment): \_\_\_\_\_

FULL AMOUNT OF RENTAL DUE (including table/chair fees): \_\_\_\_\_

DATE Full Amount is DUE (7 days prior to Rental Date): \_\_\_\_\_

Full amount paid (date and method of payment): \_\_\_\_\_

Proof of Insurance submitted on (date): \_\_\_\_\_

**Additional Notes:**