



308 West Bloomfield Street  
Rome, New York 13440  
Phone (315) 336-1040  
Fax (315) 336-1090  
www.romeart.org

## Facility Rental Agreement

Rental Date: \_\_\_\_\_ Time Reserved: \_\_\_\_\_ Today's Date: \_\_\_\_\_

### Primary Contact:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City, State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Secondary Contact:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City, State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Please Select Rental Package:

**Non-profit meetings and events up to 2 hours (Additional fees for outside usage as well):**

\$50/ for 2 hours for the first room rented. \$25/hr. for additional rooms and hours.  
Includes tables, chairs & white linens  
Set up must be during your rented time or during normal office hours.

**Meeting, Parties, or Performances (full use of one floor):**

\$100/hr. for one floor \$50/hr. for additional rooms.  
Includes tables, chairs & white linens  
Set up must be during your rented time or during normal office hours.

**Outside Only:**

\$250 for up to 3 hours and \$150/hour after  
\$150 set up and tear down fee for tables and chairs  
Includes tables, chairs & white linens  
*Please note this does not include any use of the inside of the building.*

**Whole House:**

\$350 for the first 2 hours, \$150/hour after  
\$150 set up and tear down fee for tables and chairs  
Includes tables, chairs & white linens

Total Number of Hours: \_\_\_\_\_

*\*Set up arrangements to be determined at consultation.*

**Additional Fees**

Standard set up and tear down fee \$125 applied to all rentals.

Tableware cleaning fee \$75 applied if tableware is not cleaned and returned to its location within the kitchen.

\$250 or 50% (whichever is higher) deposit to hold date at time of booking.

Total Cost: \_\_\_\_\_ Payment Method: \_\_\_\_\_

Deposit paid on: \_\_\_\_\_ Balance paid on: \_\_\_\_\_

**Terms and Conditions:**

Renter must read this section completely and initial where requested. This agreement is not valid and rental is not confirmed until this section is read, initialed, and signed below. If you have questions while filling out this portion, please call the RACC Office or email [executivedirector@romeart.org](mailto:executivedirector@romeart.org).

**FURNISHINGS AND DECORATIONS**

Our greatest asset at the RACC is the building itself and we do all we can to keep it looking great. If any decorations are to be placed on any walls, they must be disclosed during the consultation ahead of the event. If decorations must be placed on the wall, use only non-permanent, non-damaging adhesives. If there are damages as a result of decorations, charges may be applied, see the Liability and Safety section below for more details.

**LIABILITY AND SAFETY**

The Rome Art and Community Center is not responsible for any accidents or injuries that occur during your rental. As renter, you agree to take on full responsibility for all parties present during your rental time, and will be held accountable for their actions while on RACC property.

As renter, you agree to take special care of all RACC property, including valuable draperies, antique furnishings, artwork, piano, etc., and agree to compensate RACC for any damages incurred to any such property during your rental, as well as forfeit security deposit of \$250.00 in such a case. Damages to property include but are not limited to: extensive or noticeable damage/ water/ heat marks on any wood surface; theft or damage to artwork; theft or misplacement of any item belonging to RACC; damage to kitchen electrics, tableware, etc; damage to grounds including the grass; and any other circumstance presented at the time of your rental or after inspection of the property by an RACC Staff member. Any damage found to RACC property, courtesy clean up not completed, party staying past rental time, or any other violation of these terms and conditions will result in a possible additional charges.

Safety is very important to RACC and all parties present or participating in your rental should be aware of the following rules: Children must be supervised at all times while on the premises. RACC does not tolerate violence of any kind and any incident witnessed or brought to the attention of an RACC staff member will result in immediate cancellation of your event without refund or compensation. All parties will be asked to leave the property. RACC also does not tolerate SMOKING/VAPING on its grounds or anywhere in the facilities. If cigarette butts are found on the property the renter will be charged a \$500 fee. In addition, the sale of alcohol is prohibited. Renter and parties associated with rental must remain on the floor that was rented— guests may not wander onto other floors or anywhere outside of the rented area, for safety and courtesy.

Please initial here to confirm you have read and understand the above terms and conditions: \_\_\_\_\_

**RENTER RESPONSIBILITY**

As the renter, you are responsible for the actions and conduct of your party, in all instances. The renter is

also responsible for covering for all wood surfaces being used. RACC will provide white linens if requested. The wood surfaces and furniture may not be used during the rental if they are not covered. Renter is also responsible for bringing in (if needed) paper towels, cups, napkins, utensils, etc. Renter must also bag up any garbage before leaving the premises. Garbage must be placed where RACC staff designates. As an old building, the Center's electricity has a limit. Renter will be mindful of electrical usage, and will disclose electricity needs with RACC during consultation. Any equipment or electrical use outside of the previously agreed parameters may result in a financial penalty. If piano use is requested, pianist's name will be required before event.

### RENTAL DURING BUSINESS HOURS RACC

Events and operations take priority over all rentals held during business hours. Rentals in the Main Building that are not contained to one specific room must be held after hours or weekend. If a party chooses to schedule a rental during business hours, please be aware RACC cannot guarantee quiet in the building as the Center is open to the public. During business hours, Renters may not interfere with Center operations in any way— this includes blocking entrances or exits and/or the Center's parking lot.

Please initial here to confirm you have read and understand the above terms and conditions: \_\_\_\_\_

### PAYMENTS

A minimum of \$250 or 50% (whichever is greater) deposit to hold the room is due when the reservation is made. The balance is due to be paid upon arrival the day of the event. Payments may be paid by credit card, check, or cash.

### CANCELLATIONS

If you should need to cancel your reservation, you must give RACC at least 24 hours notice. Your 50% deposit will not be refunded; however, it may be applied to your next rental at RACC during the same calendar year.

I hereby agree to the terms and conditions of this rental agreement.

Renter Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Renter Printed Name: \_\_\_\_\_

RACC Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

RACC Staff Printed Name: \_\_\_\_\_

Special Instructions:

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