

Lane House Arts Center

Application and Agreement to use Classroom Space

The following policies, responsibilities, and procedures apply to the use of the classroom teaching space at the Lane House Arts Center.

Procedures

All persons/parties wishing to use the classroom, teaching and meeting space, at the Lane House Arts Center must:

- Verify the dates/times you are interested in with the Lane House Arts Center prior to applying. If the dates are available, LHAC will temporarily reserve the space for you for one week, until the application is submitted
- Fill out the attached application and return it to Lane House Arts Center either printed or electronically.
- The LHAC charges the following fee for use of the classroom/meeting space:
 - For artists teaching a class/workshop - 10% of enrollment fees, up to a total of \$5 per teaching hour. The fee is payable to LHAC prior to the first class.
 - For community groups using the space - \$25 for up to 3 hours, \$40 for a day

Responsibilities

Artists using the Lane House Arts Center classroom space will have the following responsibilities:

- Please be respectful of the space and leave it in the same condition you found it.
- Please be sure to clean up after yourself, throw away paper towels and garbage, and remove trash and recyclables from the space and building when you are done.
- Be respectful of the ongoing business of the gallery and artists working in their studios.
- Notify LHAC if for any reason your class/workshop is not going to run as scheduled.

The Lane House Arts Center will:

- Provide a safe and welcoming environment for teaching artists and their students.
- Have the building open and available as agreed up for the schedule of your class.
- Help market classes and generate enrollment.

Lane House Arts Center adheres to state and federal recommendations for Covid-19 safety protocols. All those visiting the enter and using the facilities is expected to follow these protocols as well, to include wearing face masks, using hand sanitizer, and social distancing.

Lane House Arts Center

Application to use classroom/meeting space

Date of application: _____

APPLICANT INFORMATION

Name: _____ Address: _____

Town/State/Zip: _____ Phone: _____

Email: _____ Cell: _____

ORGANIZATION INFORMATION

Name: _____ Address: _____

Town/State/Zip: _____ Phone: _____

Email: _____

RESERVATION INFORMATION

Type/name of class/meeting: _____

Date(s): _____ Time(s): _____

Duration: _____

Please provide a brief description. For classes/workshops, provide a description that can/will be used for marketing and listing on the website.

Maximum fee based on \$5 per classroom hour: _____

Actual fee calculated and payable prior to start: _____

By signing this application, you agree to all of the policies, procedures, and responsibilities accompanying this form.

Applicant Signature: _____ Date: _____