

CULTURAL ARTS CENTER WHITEWATER ARTS ALLIANCE

RULES AND GUIDELINES FOR BUILDING USE

The Cultural Arts Center may be reserved for public gatherings of a civic, cultural, or educational character. Suitable private gatherings will also be considered. Room availability is determined by the Whitewater Arts Alliance Board. The Board reserves the right to accept or reject any or all applications for the use of the room.

All requests should be submitted on the event proposal form no later than two (2) months prior to the event. Upon approval a contract will be issued.

An event will not be considered reserved until the contract is signed and returned to the Whitewater Arts Alliance Board along with 100% of the rental fee plus security deposit of \$250.00. The security deposit will be returned within fourteen (14) days after the event provided there were no damages.

No event shall be scheduled more than one year in advance.

No alcoholic beverages may be served without prior permission from the City. There is absolutely no smoking permitted anywhere in this building.

All events must occur between 8:00 a.m. and 11:00 p.m. This includes load in and load out of materials. The building must be locked up by 11:00 p.m.

Each renter or organization shall be responsible for the conduct of the member of the group.

The facility will not be rented to anyone under the age of twenty-one (21).

The fact that a group is permitted to meet at the Cultural Arts Center does not in any way constitute an endorsement of the group's policies and/or beliefs by the Whitewater Arts Alliance.

No decorations are allowed on the walls, display furniture or windows without approval of the Board. Table decorations are permitted. Use of nails, tape and tacks need to be approved.

Cleaning – The renter is expected to return the facility to the original condition. All kitchen items used must be cleaned and returned to their appropriate cabinets.

Garbage – bag and remove all trash. Can deposit trash in the dumpster on the north side of the old Armory Building on North Street.

MISSION STATEMENT: The mission of the Whitewater Arts Alliance, Inc. is to promote the visual and performing arts through an alliance of artists, individuals, educational resources, and organizations to promote creativity and diversity that will serve to educate and enrich the lives of the residents of the Whitewater community and surrounding areas.