**BAY CITY ARTS CENTER (BCAC) BUILDING FACILITY RENTAL POLICY**

**ART RELATED EVENTS**

BCAC reserves the right to determine what is considered an “art related event.”

* If artist has a **fee** and BCAC can afford it, BCAC will pay the fee and all additional proceeds go to BCAC.
* If artist has **no fee** and BCAC publicizes the event, BCAC will split profits 60-40% (60 to artist, 40 to BCAC) up to $250.00 for the artist; all proceeds after $250.00 go to BCAC.
* If BCAC provides refreshments, BCAC receives the profits from those refreshments.
* If the event is a by-donation cultural event, there is no rental fee for the building, but BCAC asks that the group does their own publicity, has someone at the door to take donations, and BCAC splits the profits 60-40%.

**INSTRUCTION OF THE ARTS**

For use of BCAC for workshops, classes, meetings, gatherings:

* $60.00/day for up to 6 hours with a $50 refundable deposit for damages/cleaning.

If the building and surrounding areas are not cleaned by the renters, the deposit is retained and paid to the BCAC Staff or Board member who offers to do the cleaning. ($20 of the fee will be given to the Staff/Board member who gives their time to unlock the door for the renter to enter and use the facility, to go over the provided checklist to ensure the building has been cleaned appropriately, and return the $50 deposit check to the renter if clean, or retain the check if the building is not clean, and lock the building after the premises have been vacated.

**NON-ART RELATED MEETINGS**

BCAC will allow community groups to use the facility for business meetings whenever scheduling allows. Small, private gatherings will be considered on a case-by-case basis.

The cost is as follows:

* $80.00 per day with a $50 refundable deposit for cleaning and damages.
* If the building and surrounding areas are not cleaned by the renters, the deposit is retained and paid to the BCAC Staff or Board member who offers to do the cleaning. ($20 of the fee will be given to the Staff/Board member who gives their time to unlock the door for the renter to enter and use the facility, to go over the provided checklist to ensure the building has been cleaned appropriately, and return the $50 deposit check to the renter if clean, or retain the check if the building is not clean, and lock the building after the premises have been vacated.
* If alcohol is to be served, it must be approved by BCAC prior to the event and an additional fee of $100 per event will be charged. ALSO, an OLCC licensed alcohol server will be required to be on the premises at all times during the event and serving said alcohol. BCAC will require a copy of the server’s current OLCC license at least two weeks prior to the event.

**RENTAL POLICY FOR BAY CITY ARTS CENTER BOARD MEMBERS & STAFF**

Bay City Arts Center Board Members who have been elected, are currently serving on the Board, and are in good standing may rent the Bay City Arts Center (BCAC) facilities at a reduced cost under the following conditions and restrictions. BCAC Staff Members, either volunteer or paid, may also rent the facility at a reduced rate with the same conditions and restrictions as elected Board members. Those conditions are:

* Rental fees are as follows for BCAC Board/Staff Members: $30 for an art-related event, and $40 for a non-art related event. The refundable cleaning fee of $50 must be paid in advance, but will be refunded no later than four weeks after the event as long as the building and grounds are left clean.
* The Art Center is not being rented at the same time on the same date by a paying group or person.
* The Board/Staff Member is using the facilities for personal use and is not re-renting the building, nor charging others to rent the building.
* The Board/Staff Member is not giving the building free to another organization, profit or non-profit.
* The Board/Staff Member is not charging admission for their event.
* The Board/Staff Member must give BCAC at least two weeks notice for a personal rental.
* The Board/Staff Member pays in advance for the rental, including the (refundable) cleaning fee.
* The Board/Staff Member is allowed one reduced rental per calendar year.
* If alcohol is to be served, it must be approved by BCAC prior to the event and an additional fee of $100 per event will be charged. ALSO, an OLCC licensed alcohol server will be required to be on the premises at all times during the event and serving said alcohol.
* This benefit is for BCAC Board Members and Staff Members only and is not transferable to other BCAC members or the non-member public.