



ALLIED ARTS COUNCIL OF PINCHER CREEK

Name of Organization: \_\_\_\_\_

Contact Person or Individual Renter: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Email Address: \_\_\_\_\_

Rental Space (board room, third floor space) \_\_\_\_\_

Purpose of Rental: \_\_\_\_\_

Date of rental: \_\_\_\_\_ Time of Rental: \_\_\_\_\_

Rental Fee (see public space rental policy): \_\_\_\_\_ Fee Paid: \_\_\_\_\_

Key Provided (y/n) \_\_\_\_\_ Front or Back Door Key: \_\_\_\_\_

The Allied Arts Council of Pincher Creek has a zero tolerance policy for harassment, discrimination, bullying and violence in all forms. Renters are expected to abide by the AAC code of conduct. Should issues arise rentals may be terminated, and refunds may not be provided.

When utilizing a space outside of AAC business hours doors to the building are required to be locked once all attendees have arrived, to avoid individuals accessing spaces without permission and supervision. This not only protects attendees, but the building and its contents. Keys are to be returned to AAC staff during the next business day unless otherwise arranged.

Use of public spaces does not grant the user access to other non-public spaces within the building other than bathrooms and kitchen space. It is the responsibility of all renters to leave the space in as good condition as it was found, and to ensure their guests do not disturb other tenants in the building.

The Lebel Mansion is a smoke free building. Use of Tobacco products, marijuana and or any recreational drugs is not permitted on the premises. Candles and/or other items requiring a flame of any kind are not permitted to be lit within the Lebel Mansion.

No pets are allowed in the Lebel Mansion without the prior written consent of the Landlord. Trained Service Animals welcome.

I have read and understood the Allied Arts Council of Pincher Creek Short Term Rental Procedures as stated on reverse of this agreement.

Renters Signature: \_\_\_\_\_

AAC Approval: \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.



## **Lebel Mansion Public Space Rental Policy**

Effective Date: October 10th, 2017

Note: "Public Space(s)" defined hereafter as the Lebel Mansion second floor boardroom, the basement classroom and third floor space at the north end of the building.

### **Non-Lebel Mansion Tenant Public Space Rental**

- All Public spaces are rented at \$15.00 per hour with a maximum charge of \$75.00. The Tenant may use the space for two additional hours beyond that point for a maximum use time of seven hours per rental day.
- Spaces must be booked through the Allied Arts Council Staff.
- Rental payment must be paid before or upon departure from the Lebel Mansion.
- Spaces must be left in the same condition as upon arrival.

### **Lebel Mansion Tenants in good standing with the AAC Public Space Rental**

- To conduct meetings, or business related functions that do not produce a profit the space can be used free of charge. Tenants must book the space with a member of the Allied Arts Council Staff.
- Space use for profit by a Tenant: all Public Spaces are rented at \$15.00 per hour with a maximum of \$75.00. The Tenant may use the space for an additional two hours beyond that point for a maximum of seven hours per rental day.
- Spaces must be booked through the Allied Arts Council Staff.
- Rental Payment must be paid before or upon departure from the Lebel Mansion.
- Spaces must be left in the same condition as upon arrival.

### **Noise**

- The Lebel Mansion is a public space used by many different individuals and businesses. Please refrain from excessive noises while in the building.
- The Allied Arts Council reserves the right to remove the renter(s) from the Lebel Mansion should a noise complaint be made from a Tenant or the Allied Arts Council Staff Member.

### **Personal Belongings**

- Personal belongings brought in or left in the rental space are the responsibility of the renter and cannot hold the Allied Arts Council of Pincher Creek accountable for the loss or damage of personal property.

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### **Amenities**

- Public Spaces are rented "as is", kitchen is available for use and bathrooms throughout the building are for public use.
- Art Supplies located in the Lebel Mansion are for the use of programs, not for Public Rental use.

Sincerely,

The Allied Arts Council of Pincher Creek.    October 10, 2017