LUDINGTON AREA CENTER FOR THE ARTS BUILDING USE REQUEST FORM
This form must be submitted for LACA review at least 60 days prior to the requested building use date.

Date ______________

Event Title: _________________________________________________________________

Event Date: ____________ Time: __________ Set-Up: ______ Take-Down: ______

Organization Name: _________________________________________________________

Contact Name: _____________________________________________________________

Address: ___________________________________________________________________

Phone: _________________________ Alternate Phone: _____________________________

Email: _____________________________________________________________________

Rental Rates: ____________________________________________________________________________

Event Details:

This is a: [ ] Public Event [ ] Private Event

Reservations, Registration, or Tickets Required? [ ] Yes [ ] No
If yes, handled by: [ ] LACA [ ] Renter

Amount of Admission/Fee: _________________________________

Capacity: ________________________

Facilities and Equipment:
*Members receive a 25% discount (apply to regular rates below). Non-Profits, Schools, etc. provide TID/EIN to
receive . Rates are based on a per usage average of 8 hours, ½ day = 3 hours or less.

<table>
<thead>
<tr>
<th>Room</th>
<th>Capacity</th>
<th>Regular Rate</th>
<th></th>
<th>Room</th>
<th>Capacity</th>
<th>Regular Rate</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Gallery ^</td>
<td>100-110</td>
<td>$300 Full day* ($200 ½ day) $100 per hr</td>
<td>[X]</td>
<td>Dance Room 203</td>
<td>42 max</td>
<td>$40 full day ($27 ½ day) $14 per hr</td>
<td></td>
</tr>
<tr>
<td>Special rate:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$30 per use</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Performance Hall**^</td>
<td>254 seat</td>
<td>$450 full day ($300 ½ day) $150 per hr</td>
<td></td>
<td>Underground 101</td>
<td>30 max</td>
<td>$40 full day ($27 ½ day) $14 per hr</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kitchen***</td>
<td></td>
<td>$250 ($150 ½ day) hourly rates not available</td>
<td></td>
<td>Small Classroom Room 102, 105</td>
<td>20-25 max</td>
<td>$30 full day ($20 ½ day) $10 per hr</td>
<td></td>
</tr>
<tr>
<td>Vestibule Lounge</td>
<td>40</td>
<td>$45 full day ($30 ½ day) $15 per hr</td>
<td></td>
<td>Large Classroom Room 204</td>
<td>35 max</td>
<td>$40 full day ($27 ½ day) $14 per hr</td>
<td></td>
</tr>
<tr>
<td>Craft Room 201</td>
<td>30</td>
<td>$40 full day ($27 ½ day) $14 per hr</td>
<td></td>
<td>Other:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Additional service fees: [ ] Keyboard ($10) [ ] Grand Piano**($25) [ ] Projector ($10) [X] Mic/PA ^($10)

LACA Building Use Request Form - Page 1 of 2 Revised May 15, 2017
Use of 6 ft. and 8 ft. Rectangular Tables, 6ft. Round Tables, and Chairs included in rental rate.
Tables: 6ft rounds [#___], 8ft long [#___], 6ft long [#___] Chairs:[#___]
Other Needs: projector/screen (if you do not have an s-video port please bring your own adaptor), mic, podium, etc. as needed and requested in advance.

**Performance Hall**: Theater with seating, light, and sound systems, backstage area, dressing rooms, lobby, and restrooms are included in the rental. Renter will be responsible for any staffing, costumes, set, and the rights to the material being presented.

***Kitchen**: A KITCHEN USAGE AGREEMENT must be signed and on file at LACA

[ ] KEY HOLDER: if applicable, a KEYHOLDER AGREEMENT must be signed and on file with the LACA prior to the issuance of keys. Keys must be returned at the end of this contract.

[ ] STAFF REQUIREMENTS: If the event is being held outside of regular LACA office hours, there will be a charge of $15/hour for staffing oversight during the event.

[ ] SECURITY DEPOSIT: LACA requires a Security Deposit to reserve the space. This is separate from the Rental Deposit. This is returned within 14 business days after the usage end date, in the instance that the facility is left in the same order in which it was rented, if not left in the same shape, a cleaning/janitorial fee will be assessed.

By signing this, I understand that this is a request for use of space within Ludington Area Center for the Arts, located at 107. S. Harrison St., Ludington. I understand that upon approval and signature by the LACA Executive Director or other LACA Management Staff, this request will serve as a rental agreement and a rental deposit must be paid before my event can be confirmed and added to the facility calendar.

Requester Signature: ____________________________________________________________
Date: ____________

Thank you for your interest, LACA Management Staff will review your request and contact you shortly. For more information, please contact: info@ludingtonartscenter.org.

=OFFICE USE ONLY=

How does this request relate to LACA's mission? (if it does not relate, check this box[[]]**)

________________________________________________________________________________________

Request Approved:[[]] Request Denied:[[]] Notes:________________________________________________________________________________________

By:________________________________, LACA Management Staff Representative Date: __________

<table>
<thead>
<tr>
<th>Rental Fee-(Total for all rooms rented)</th>
<th>$________</th>
<th>Additional Security Deposit Amount: $________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Costs - (Any Equipment rented)</td>
<td>$________</td>
<td>Received: $________</td>
</tr>
<tr>
<td>Staffing Costs @$15/hour</td>
<td>$________</td>
<td>Deposit Returned: $________</td>
</tr>
<tr>
<td>Total Fees for Building Use</td>
<td>$________</td>
<td>Date Returned ____________________________</td>
</tr>
<tr>
<td>Less Rental Deposit Received_________(date)</td>
<td>$________</td>
<td>NOTES (about Security Deposit):</td>
</tr>
<tr>
<td>Net Due 14 Days Prior to Event</td>
<td>$________</td>
<td></td>
</tr>
</tbody>
</table>

Event File Name: ____________________________ Assigned Event Management Staff: ____________________________

Ludington Area Center for the Arts 107 S. Harrison Street, Ludington, MI 49431
231-845-2787 info@ludingtonartscenter.org

LACA Building Use Request Form - Page 2 of 2 Revised May 15, 2017