

2017 LACA POLICIES AND RENTAL RULES AND GUIDELINES

SMOKING: Smoking is not permitted anywhere in the building.

ALCOHOL: Will alcohol be served? Yes _____ No _____

- Renters are responsible for obtaining any necessary personnel or service, such as bartenders or wait staff.
- Renter must comply with all local, state, and federal laws regarding the use of alcoholic beverages.
- Renter must obtain alcohol licenses or permits, if required.
- Bartenders must be at least 21 years of age.
- If minors are involved, alcoholic drinks cannot be served to them and nonalcoholic drinks must be provided.
- Alcohol service must stop at least 15 minutes prior to the end of event.

PROOF OF LIABILITY

- Renter must provide a certificate for one million dollars(\$1,000,000) worth of liability insurance to cover any injury, death, loss or damages caused by the negligence of renter for the duration of the rental agreement. This certificate must list as additional insured: LACA, 107 S. HARRISON STREET, LUDINGTON, MI 49431, and must be secured prior to the start date of the rental agreement.
 - Individuals or businesses – Copy of declarations pages from homeowners'/businesses insurance policy
 - Nonprofits - Copy of declaration pages or ACORD certificate of insurance from businesses insurance policy
 - Informal group - Copy of declaration pages of homeowners' policy from contact person/group member
- The renter agrees to assume responsibility for and indemnify the Ludington Area Center for the Arts (LACA) from any injury or death to, or loss or damage of LACA objects or property by, persons attending the event.

FACILITY RESPONSIBILITIES

- LACA will provide a space that is clean and free of obstruction. Exception: current gallery exhibition.
- Restrooms will be cleaned and stocked prior to event with restocking supplies available.
- A LACA staff member or assigned volunteer member must be present for each event, unless prior agreement has been made between LACA management staff and renter primary contact.

RENTER RESPONSIBILITIES

- Renter agrees to at all times keep all areas of the SPACE RENTED clean and the passageways clear and accessible to persons with special needs.
- Renter is responsible for obtaining any necessary personnel or volunteers for event.
- Renter must designate one person to oversee the entire event, from setup through cleanup, and that person must be onsite during those times and during event.

SET-UP/TEARDOWN

- The LACA or its staff is not responsible for the setup or takedown of tables, chairs, or any equipment used by or brought in by, or for, the renter. All other needs must be secured through the caterer and/or rental company.
- The LACA is not responsible for any damage or loss to equipment before, during, or after the event.
- Pyrotechnics are not permitted in the building or on the grounds of LACA.
- Flying objects (helium balloons, doves, etc) are not permitted without express written permission of the LACA.

DECORATING/CLEANING

- All decorations must be temporary and must be installed directly before, and removed directly after, the event.
- Nothing may be hung, taped, glued, nailed or otherwise affixed on the walls or trim without prior consent.
- Artwork (including movable wall units) may be moved ONLY by LACA management staff.
- Decorations can not cover or be attached to any art on exhibit.
- Decorations can not cover or be attached to any part of the track lighting system.
- Decorations may not cover or block any doorways within or exits from the any space.
- Do not attach any decorations to tables or elsewhere in any space with anything other than scotch, masking, or painter's tape. DO NOT use duct tape for decorating purposes.
- Glitter, confetti, and stickers are not permitted in the LACA.
- Floral arrangements must be clean and treated for pests. Due to health concerns, the kitchen may not be used for floral arranging.
- Renter agrees to properly clean all floors and surfaces used during rental.
- Renter agrees to properly dispose of all food, trash and garbage at the close of each rental day. There is a

dumpster behind Hallmark that can be used. DO NOT use the dumpster behind the Eagles.

SIGNAGE

- Directional signage for your event and/or a greeter in the lobby is recommended. Signage must be free standing and may not be affixed to walls, windows or doors.
- No signs may be placed on the grounds or on the exterior of building without advance approval. Requests for outdoor signage may be directed to the LACA Management Staff.
- LACA will not market the event; event marketing materials created by the group must not include the LACA logo or infer that it is endorsed by the LACA.

PARTISAN GROUPS: Is this event affiliated with a political or religious organization? Yes____ No ____

According to IRS guidelines, the Ludington Area Arts Council, a section 501(c)(3) organization, must absolutely refrain from participating in the political campaigns of candidates for local, state, or federal office. In addition, all political materials used at or available from the event, must be removed immediately at the close of the event.

FACILITY ACCESS AND SECURITY

- Renter and any third-party or associated personnel must respect the security procedures in order to protect LACA property and exhibits and must follow any security-related requests made by the LACA staff.
- Renter is solely responsible for loss or damages to property belonging to those attending the event.
- The renter agrees to assume responsibility for theft or damage to the LACA and its property and exhibits caused by anyone attending or present on the premises as a result of the event.
- Deliveries for the kitchen and gallery/banquet hall should use the door behind the LACA. Note that this area is for loading and unloading only; there is no parking allowed in the back parking lot. Parking is recommended across Loomis Street in the South lot at Loomis and Harrison for all event personnel.
- Renter is not to use any of the building's spaces other than those specified in rental agreement.

PARKING

- Parking is not permitted in the lot behind the Center; this is for loading and unloading only. This lot is the property of the Stearns Hotel
- Parking is available in the public lot south of the Center, across Loomis St. Parking is also available on the street and in the lot west of the Center, across Harrison St., as indicated by parking signage.

PROMOTION, MEDIA AND COPYRIGHT

- LACA will not promote your event. Event marketing materials created by the renter (fliers, posters, press releases, etc.) must not include the LACA logo without express permission from LACA Management Staff. Materials must not infer that event is endorsed by the LACA. Use of the LACA name is restricted to location information only (i.e. Location: Ludington Area Center for the Arts, 107 S. Harrison Street)
- Media coverage of any event must be approved by the LACA Management Staff prior to the event and adhere to the following:
 - Renter will assign a designated individual to accommodate media.
 - Designated individual will escort members of the media at all times while on site.
 - Media are permitted in the public areas of the LACA only (other access available with LACA approval).
- Any works of art from collections or exhibitions at the LACA may not be directly duplicated by any means, including photography and videography.
- Photography and videotaping is permitted within the galleries or performance hall unless reproduction is strictly prohibited by contractual clause regarding artwork, which the LACA must uphold. Special circumstances require express permission of the LACA Management Staff.