

PONTIAC ARTISTS' ASSOCIATION – RENTAL AGREEMENT

GUIDELINES FOR USE OF THE STONE SCHOOL BUILDING

- All use of the building by individuals or groups must have prior approval of the PAA Board of Directors.
- Prior to the proposed event date(s) individuals or groups must submit in writing (email or letter) to the PAA board of directors a request stating intended use, dates and hours and number of expected participants.
- Unless otherwise agreed the user will pay a daily rental fee of 50\$ for non-members and 40\$ for members. This fee will cover rent and hydro and will be paid directly to The Pontiac Artists' Association prior to the use dates of the building.
- The user agrees to sign a contract prior to the use dates setting out the terms of use for the building and a waiver exempting The Pontiac Artists' Association of all responsibility for loss or damage to the user's property and all liability for personal injury while on the premises.
- Unless otherwise agreed, the user is responsible for all publicity, advertising and recruitment of participants. All promotional materials (invitations, posters, ads) must be approved by the Board and must include the web site address of the association. If provided with images and or information (in both French and English) the PAA will promote the event on our web site.

TERMS OF USE

- The user accepts financial responsibility for any damages caused by participants in event.
- The user accepts responsibility for setup and for cleanup of the building after use. This will include replacing tables, chairs and equipment used, sweeping, vacuuming, washing as required and removal of garbage.
- The user is responsible for turning off lights and air conditioner and lowering furnace temperature as instructed by PAA.
- The user will ensure that the building is locked at all times when not occupied and will return the key to the Board at the end of the contract.
- Use of the telephone. Please avoid long distance calls unless for emergency. Please record all long distance calls stating the name and contact information of the person responsible for the call. Unless expecting a personal call or otherwise instructed by the PAA Board please do not answer the phone. It will automatically go to voice mail.

Name of Renter	
Address	
Telephone / Email	
Purpose / No. Participants	
Rental Dates / Time	
Total Days / Fee	

I agree to the above guidelines and terms:

Renter's Signature: _____ Date/Place: _____

Pontiac Artists' Association, PO Box 1063, Shawville QC J0X 2Y0 Email: info@artpontiac.com