



## **SHANE CENTER BUILDING POLICIES and BASIC RULES & REGULATIONS**

**415 East Lewis Livingston Montana 59047 406-222-1420 facility@theshanecenter.org**

*\*\*The Shane Center is a multi-purpose community art center, please be respectful of the shared aspect of all common areas and the others who use those spaces\*\**

**THIS FORM WILL ANSWER MANY OF YOUR QUESTIONS. YOU ARE RESPONSIBLE FOR ALL INFORMATION CONTAINED WITHIN THIS FORM. KEEP THIS FORM SOMEWHERE SAFE AND MAKE SURE ALL PERSONS RESPONSIBLE FOR YOUR EVENT HAVE THOROUGHLY READ THIS FORM!**

**COMMON SPACE FURNITURE:** The tables, chairs and furniture located in the main lobby, second floor lobby and Dulcie Lobby are not to be removed or moved from any of the above listed spaces. If you would like to have them moved a request and arrangements will need to be made with the Events & Facility Manager.

**NOISE:** Be respectful of the others and please consider closing the doors to your rented space.

**\*\* Please note that tenants including Faye's Café do not represent the Shane Center and all inquiries concerning the facility should be made to the Shane Center staff.**

1. All reservations will be considered tentative and will not be honored until a signed agreement, rental deposit and security deposit are provided to the Shane Center office. A security deposit is required to confirm your reservation. the Shane Center reserves the right to keep the security deposit if a renter cancels within 10 business days before the event.
2. An agreement will be issued for use in a particular space(s). All activities of the group must be confined to that contracted space. Hallways are to be left open for use by tenants and visitors to the Shane Center. Please also note that coat racks are provided in both the Ballroom and the Dulcie Theatre as well as hooks located outside of the Movement Room.
3. Renters must be vacated by the end time listed on their agreement, unless other arrangements have been made with management and are documented.
4. Please do not leave children unsupervised at any time during a rental.
5. The Shane Center is a non-smoking facility. Smoking is permitted in designated areas outside the building. Open flame (i.e. candles) and smoking are prohibited in any of the Shane Center rooms or indoor facilities.

6. Use of wall space for displays or decorations must be discussed with management prior to a rental agreement being signed. Decorations must not mar any surfaces. Please NO ADHESIVE other than **PAINTER'S TAPE** may be used to attach posters or decorations to WALLS OR OTHER SURFACES INCLUDING THE WOOD FLOOR. Damage caused by utilizing adhesives other than painters tape will result in an immediate damage fee of no less than \$50.00. The total damage fee will be determined by the Shane Center Facility Manager. All decorations must be taken down and removed from the premises immediately following the event, unless prior arrangements have been made with the Shane Center and indicated on the contract. **ART WORK IN ANY LOCATION MAY NOT BE TOUCHED, REMOVED, COVERED OR USED TO HANG OTHER OBJECTS FROM.**
7. Pianos may **NOT** be moved or used as a table or to store materials during your event. The Shane Center has pianos located in most of our rental spaces. There is a required tuning fee for use of the piano(s). The fee will be negotiated when arranging for the rental. Any damage that occurs to the piano or the floors in either space during your contracted event will be repaired and charged to you.
8. The Lessee shall repair and make good all damages to the premises that are caused by the Lessee's use of the premises. The security deposit will be returned after the event provided all conditions are met. Unless otherwise noted the Lessee shall present the Lessor a certificate of liability coverage for a minimum of one million dollars (\$1,000,000.00) covering bodily injury, illness and property damage and listing the Shane Center as an additional insured. The Lessee shall repair and make good all damages to the premises that are caused by the Lessee's use of the premises. The Lessee agrees to indemnify and hold harmless the Shane Lalani Center for the Arts, its Board of Directors, agents, and employees from all claims, suits, and actions of any nature and description for or on account of any injury, illness, damage, or liability to persons or property arising from the rental or use of the facilities.
9. **If an incident or accident occurs during your event, it is required that you fill out an "Incident Report" within 24 hours of the event. Please notify the Facility Manager or Director of Operations immediately at the numbers provided.**
10. If requested and available, chairs and tables can be reserved. Renters are responsible for set-up of the space.
11. The Shane Center will handle sanitizing, take down and clean up for a fee of \$50.00. If additional time is needed for cleanup, you will be invoiced after the event at a rate of \$25 per hour. It is the responsibility of the Lessee to remove any items that will not fit in a garbage bag from the premises.
12. Please close any windows you may have opened during your rental. If you need to adjust the temperature of the space, please only use the up and down arrows on the thermostat and do not push any additional buttons.

13. The Lessee will provide all event promotion. The actual cost of any event promotion support requested by Lessee of the Shane Center will be calculated and invoiced after the event. In said promotion please refer to the facility initially as **the Shane Lalani Center for the Arts** and thereafter, **the Shane Center**. If you are using the Dulcie Theatre space please refer to the facility initially as **The Dulcie Theatre at the Shane Lalani Center for the Arts**. If you would like your event posted to the Shane Center's website fill out and submit our Event **Submission Online Form** at <http://www.theshanecenter.org/event-submission/> and **email Matt with a graphic, poster or image** so the Shane Center can post your event on our website and answer any inquiries. We cannot post or hang any material that does not list the facility as **the Shane Lalani Center for the Arts**.
14. Sound and other technical assistance are available through the Shane Center. Arrangements must be made two weeks prior to the event. Our event tech's time is billed out at \$25.00 per hour. The use of sound, lighting, etc. is charged separately and will depend on your individual event needs. We are able to give a cost estimate of these services by talking with you but you will be charged if additional items are needed or added during the course of your event.
15. Alcohol sales or service are permitted only if contracted with the Shane Center. Montana codes and rules prohibit alcoholic beverages not purchased from a licensee from being brought onto the licensed premise. This must be discussed and contracted with management prior to a rental agreement being signed. We will provide you with a cost estimate of these services by talking with you but you will be charged and invoiced after your event, if additional items or time are needed.
16. Renters will abide by all local, state and Federal guidelines regarding social distancing. Renters will not exceed maximum occupancy levels of 50 people for the Ballroom and Dulcie Theatre and 25 people for the Movement Room, Rehearsal Hall and Veranda. Exceeding the set occupancy levels will result in an immediate forfeiture of the Security Deposit.

*Thank you for choosing the Shane Lalani Center for the Arts – your community arts center – for your event venue. We appreciate your business and hope you will come back and rent again with us soon.*