

SANTA CRUZ MOUNTAINS ART CENTER
9341 Mill St. Ben Lomond, CA 95005

GALLERY RENTAL POLICY

Adopted by the Board of Directors August 17, 1998

1. Board of Directors will set rental fees yearly.
2. The subject of the exhibit will enhance the mission of the Art Center: “The Santa Cruz Mountains Art Center supports and encourages art through education, exhibitions and cultural activities” (from Art Center’s Bylaws).
3. The renter will be required to submit a written proposal which includes, but should not be limited to:
 - A. Theme and Media included
 - B. Curator’s experience
 - C. If this is a non-profit group or a single individual.
 - D. Artist(s) general background (i.e.: student show?, etc.)
4. Renter will be required to sign a Rental Agreement in which he/she agrees to be responsible for:
 - A. Installation and equipment
 - B. Publicity and mailings
 - C. Reception (no selling alcoholic beverages)
 - D. Gallery sitters who will follow the Center’s policies as written in “Volunteer Book” on desk and who will attend the galleries during the posted hours, 12:00 n to 6:00 pm, Thursday through Sunday.
 - E. Maintenance of galleries and return to the condition in which they were found (any damage caused by the exhibit or the exhibitor will be charged to the renter)
5. The signed Agreement will be returned to the Center with full payment of rent plus a cleaning and key deposit. The deposit will be returned to the renter in not more than two weeks following the exhibit take down.
6. Keys will be checked out and signed for by the individual person in charge. The keys may not be duplicated and must be returned before deposit is given back.
7. A responsible individual of the Art Center will sign the Agreement and mail it to the renter after it has been returned with fee and deposit and signature of the renter.
8. The Art Center will be responsible for:
 - A. Painting and cleaning prior to the renter’s occupation.
 - B. Inclusion of publicity of show in Newsletter if material is received in time.
 - C. Some administration assistance.
 - D. Attending to facility problems in a timely fashion.