



Facility Rental Contract and Information

The Hearst Center welcomes arts-related, humanities, and civic groups to use its facilities for meetings and events. Facility spaces for rent include the Mae Latta Performance Hall, Nancy Price Conference Room, McElroy Classroom, Corning outdoor patio, and Sculpture Garden. Please review the policies, regulations, FAQs and rental space descriptions. Fill out the attached form to submit to our Programs Coordinator for evaluation. Staff will follow up to discuss details and confirm rental.

Programs Coordinator: Sheri Huber-Otting, sheri.huber-otting@cedarfalls.com, (319) 268-5502

HEARST CENTER EVENT RENTAL POLICY:

Event programs and activities must not detract or distract from the Hearst Center's ongoing public activities. In all communication regarding your event, unless written permission is given by the Hearst staff, you may not use the Hearst or City of Cedar Falls branding/logo, or state that your event is sponsored by the Hearst or the City of Cedar Falls.. **The Cedar Falls Art and Culture Board does not allow the Hearst Center to be used by outside groups for political, religious, commercial, or fundraising purposes, which includes charging an admission fee for the event.** Rental requests are considered on a first-come, first-served basis. Events will not be scheduled if the timing conflicts with Hearst Center programming. The Hearst reserves the right to terminate agreements should a conflict or other circumstances arise/are discovered that would violate this policy.

Rental Regulations:

1. For facility rental availability, please call Programs Coordinator at (319) 268-5502 or email sheri.huber-otting@cedarfalls.com. Please provide your name, contact information and dates/times needed.
2. Rentals can only take place during Hearst Center hours:
 - Monday Closed
 - Tuesday & Thursday 10 am to 9 pm
 - Wednesday and Friday 10 am to 5 pm
 - Saturday & Sunday 1-4 pm
3. Events that run over the agreed scheduled time will incur an additional charge of \$30/hour (\$15 per 30 minutes – time will be rounded up).
4. Evening events must be cleaned up and out of the facility by 9:00 p.m.
5. Renters are expected to include set-up and clean up time in the original rental times.
6. Must be at least 21 to rent the facility.
7. Your reservation is not confirmed in our schedule until the Programs Coordinator receives the following: completed, signed and dated Rental Contract form, AND deposit must be paid. Deposit amounts and rental details are covered on page 3.
8. Admission charges for any event taking place at the Hearst Center IS NOT PERMITTED (see policy above).



Facility Rental Contract and Information

9. No meal/food preparation is permitted using Hearst kitchen appliances, only catered or prepared food. The Hearst kitchen spaces, including stove/oven, is only for food warm-up. Discuss food planning with the Programs Coordinator.
10. Renters are expected to return tables, chairs, equipment, etc. to their original location before leaving. Discuss table and chair needs and locations with the Programs Coordinator for inclusion in the rental contract.
11. It is the renter's responsibility to remove all garbage generated by their event. Garbage bags and garbage cans are available on site.
12. All rental payments and fees are due in-full at the time of the rental. Failure to do so can void the contract. Deposits are refunded (if eligible) via check sent in the mail after the event or upon event cancellation. Checks are issued from the City of Cedar Falls on their accounts payable schedule, expect up to 30 days for an issuance.
13. Hearst Center spaces may be reserved up to one year in advance.
14. Members of Friends of the Hearst receive 10% off space rental.
15. Qualifying nonprofit or educational groups receive 50% off space rental.
16. Equipment and staffing fees are the same for everyone.
17. A cleaning fee will be deducted from the security deposit if the space requires cleaning.
18. **Cancellations:** Cancellations made within 24 hours of reservation will receive 100% of deposit refunded. After 48 hours this drops to a 75% refund. Cancellations 1 week before the event will receive a 50% refund of their payment. Cancellations made 3 days before the event will not receive a refund. To cancel a rental reservation, call the Hearst Center at 319-273-8641 or Programs Coordinator at 319-273-5502 with your name, reservation date, and cancellation reason. The Programs Coordinator will confirm the cancellation and discuss refund options (if eligible).



Facility Rental Contract and Information

Rental, Set-Up & Staff Fees

Mae Latta Performance Hall	\$45.00	Per hour
Use of Piano in Mae Latta Hall	\$45.00	Flat Fee
Nancy Price Meeting Room	\$15.00	Per hour
Rownd I & Rownd II Classrooms	\$35.00	Per hour for one classroom
	\$50.00	Per hour for both Rownd classrooms
McElroy Classroom	\$35.00	Per hour
Corning Patio	\$40.00	Per hour
	\$20.00	Per hour if rented in addition to classroom
Sculpture Garden	\$350.00	up to four hours
	\$50.00	each additional hour
Room Set-Up	\$30.00	for events fewer than 25
	\$45.00	for groups 26-100
Staff, <u>if event takes place outside of Hearst Center hours.</u>	\$30.00	Per hour
SECURITY DEPOSIT FEES		Returnable after event
All events during which food or non alcoholic beverages will be served require a security deposit of \$250.00.	\$250.00	Flat fee
If beer and wine is served a \$500 security deposit is required. Hard liquor is not allowed. Beer and wine cannot be made available for purchase on-site.	\$500.00	Flat fee



Facility Rental Contract and Information

Contract Information Form

Facility space to rent:		Name:	
Purpose of Use:		Address:	
Date:		City, State Zip:	
Start Time:		Phone:	
End Time:		Email:	
Set Up:			
Below to be filled out by staff:		Totals	
Rental fee/hour:		=	Due upon rental.
Security Deposit:		=	Due upon rental.
Additional charges:		=	Due upon rental.
Total Rental Contract Amount:			

Indemnification/Hold Harmless: To the fullest extent permitted by law, the Lessee agrees to defend, pay on behalf of, indemnify, and hold harmless the City of Cedar Falls, Iowa, its elected and appointed officials, directors, employees and volunteers and others working on behalf of the City of Cedar Falls, Iowa (hereinafter the "City") against any and all claims, demands, suits or loss, including any and all outlay and expense connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City, by reason of personal injury, including bodily injury or death, and property damages, including loss of use thereof, which arises out of or is in any way connected to or associated with the event at the Hearst Center in which the Lessee is involved. It is the intention of the parties that the City shall not be liable or in any way responsible for the injury, damage, liability, loss or expense for injuries to or the death of any person or persons, or damage to or loss of property alleged or claimed to have been caused by, or to have arisen out of or in connection with or to the event, except for and to the extent caused by the fault of the City.

X: _____
Renter Signature

X: _____
Hearst Staff Signature

X: _____
Date

X: _____
Date

Sheri Huber-Otting
Hearst Center for the Arts
304 W. Seerley
Cedar Falls, IA 50613
319-268-5502 or 319-273-8641