

Nazareth Center for the Arts

Property One-Time Rental Policy

Availability of Facilities

1. To reserve your date, contact nazaretharts@gmail.com for availability of dates and to receive a reservation contract form. No date is considered reserved until the form and deposit are returned to Nazareth Center for the Arts.
2. The use of the facilities shall be available to individuals, businesses, organizations, and volunteers. There will be a different rental rate for commercial use.

Use and Restriction of Facilities

1. Those using the facilities shall be responsible for bringing their own supplies for their event, not using the Center's supplies of food, disposable items, etc. unless previously agreed upon in writing.
2. Decorations are allowed on tables and floors, but no decorations shall be hung on the walls of the gallery.
3. Set-Up: Please request the lay-out preferences in writing at the time the reservation is requested. Our volunteers will help set-up chairs and tables. The gallery can seat 50. The Center can provide folding chairs, 4 café tables and two square 3x3 tables, plus four 8x2 and one 5x2 table are available. Renters are allowed to bring in their own tables.
4. Kitchen access is allowed by renters. There is a sink, table, and refrigerator. No oven or microwave.

Clean Up

1. It is expected that those utilizing the facilities will be in charge of cleaning up when your event is over, leaving it in the same condition as prior to arrival.
2. Remove all trash generated from your event and take it with you. The Center does not have garbage or recycling pickup.
3. Report any stains or damage done to the property during the time of your event.
4. If additional cleanup is necessary, the security deposit will not be refunded.

Fees

1. A \$50 security deposit is required for all rentals, which will count toward the total deposit. If the rental is canceled between 8 and 29 days before the event, the security deposit is non-refundable. If the rental is canceled 7 days or less before the event, the full payment of the room rental is required.
2. The fee for using the main gallery is \$150 for up to 4 hours. Each additional hour is \$25.
4. The fee for using the upstairs art room is \$100.
5. The fee for using the upstairs "red room" is \$100.
6. All fees must be paid at least one month prior to the date of use.