

Use of Space | Agreement Form

La Galería del Pueblo @ RILA is located in the City of Central Falls, in a historic home built in 1900. Our first floor has a sitting/meeting room and an exhibition space measuring 40x50 each, plus a brightly lit indoor porch space for one-on-one sessions. We have a small kitchen with a sink, but no stove or refrigerator; a handicap bathroom, and an ADA approved entrance in the back. Parking is available in the back lot; there is limited street parking around the parameters, plus an additional lot next to the library for events after 4pm. In the summer, we have a window unit air conditioner.

Our space is available for community use for artists events and small meetings. Priority will be given to events that highlight the arts and also Latino cultures of Rhode Island, such as small and intimate book talks, poetry readings, workshops, theater/script readings, one-on-one classes, artists talks, arts presentations and such.

✳ There is absolutely *no access* allowed to the second floor of the building.

Users Fee

Our desire is to make this space available at no cost to our artists community for public events where there is no cost to attend. There will be no charge for small intimate activities as mentioned above. If participants are willing to take a collection and offer a small donation (no minimum amount), we would be grateful.

For public activities such as receptions or corporate networking meetings where user will not charge a fee to attend, we would ask that for a minimum \$75 donation to help offset utilities and staff time who need to be present in the building. The fee can be offered up-front upon signing this MOU, or after the event, if users are willing to ask participants for donations during the event. For events where there is a fee to attend your event, we request the \$75 flat fee, plus %7 of your ticket sales above the \$75.

The Space | Visual Arts Gallery

La Galería del Pueblo @RILA is located in a historic home built in 1900. Due to the nature of our gallery, walls are a combination of drywall, plaster, and horse hair. Take this into account when planning an arts exhibition and installation hardware choices. We ask that no decorations requiring tape or nails be used. Easels are an option if you need to set up signs or for presentations.

Event Capacity

Our event attendance typically ranges from 10 to 30 people. Be aware of the size of the space and have a guest list that's appropriate. (For private events max capacity is 30 people.)

Facilities

- Wheelchair accessible entrance
- Handicap accessible bathroom – 1st floor only
- Kitchen sink

- A small microwave (there is no stove of any kind)
- Mini fridge (with very limited space)
- There is *no access* to the second level or basement

Available equipment

- Projector (you bring your own laptop)
- A large screen television (includes a DVD player) with laptop hookup for presentations
- Limited number of extension chords
- 20 chairs
- Three folding tables; small round table; two wooden easels
- For visual arts exhibitions: installation tools (hammers, level, and screw driver)

Clean-Up

We expect that you thoroughly clean up immediately after your meeting, event or reception. There will be a \$20 janitorial fee if you do not wish to be responsible for cleaning after your event.

Food & Drink

We encourage users to provide your own light snacks and *non-alcoholic* beverages plus your own paper goods including cups, plates, napkins, utensils and paper towels. Let us know if you will need a table so we can have them ready in advance. For cold storage, we recommend you bring a cooler with ice. If you wish to leave behind any leftover food or refreshments please let us know and we will find storage for them.

Staff

Someone from RILA must always be present for all activities within the space. The renter is not permitted in the space without a RILA staff member present. This includes during the event(s). Therefore, any donations to offset staff time would be appreciated.

Event

Someone from RILA will be present in the building for the entirety of your event(s). Event duration includes setup and takedown. Rental events exceeding the allotted reserved time, will include an additional \$20. per hour.

RILA | Gallery Hours *(Visual Art Exhibitions only)*

Gallery hours are in flux, so if you seek to use the space to be open during the day, be aware that it will have to fit RILA staff schedules. Up to five hours a day M-F can be provided depending on staffing capabilities. Weekend use may be available based on availability of RILA staff – please discuss this option with us so we can make arrangements. For cancellations, please inform us *no later than 48 hours prior to event* or your deposit will not be returned.

Advertising

RILA would be happy to publicize your event FOR FREE through our E-News, FB, Twitter and Instagram. However, all information for your event (an image, event date, time, and any additional information to add to the FB event) must be provided no later than two (2) weeks before the event.

Payment options *(where applicable)*

A deposit fee must be paid in full (checks only) upon signing contract with a RILA staff member. For full payment, we accept *Paypal* or checks (no cash, please). Visa, Master card, Amex and Discover accepted through *Square*.

For Renters: We request a 30\$ security deposit (check only) in addition to full rental charge. The deposit check will be re-paid upon completion of rental, assuming time management and cleanliness standards are met. Your deposit can be kept for one of the following reasons.

- Events exceeding a 5-hour duration (30\$ deposit first hour exceeded, 25\$ for every additional hour thereafter)
- Renter exceeded rental days (i.e. cancelled last minute without 48-hour notice, or didn't show up for event)
- Gallery was not cleaned to standards by renters
- Any damages (if not covered by 30\$ deposit), user/renter must pay to repair damages

I have read and agree to the above terms.

Print Name _____

Signature _____

Date _____

Phone: () _____ E-Mail: _____

RILA Staff Signature

Date

Check all that apply below:

I would like to use *La Galería* for a small meeting of _____ number of people.

○ Date: _____ Hours: _____ to _____

I would like to use *La Galería* for an artist event (describe here i.e. title of event)

○ Date: _____ Hours: _____ to _____ # of people expected _____

I would like RILA to set up _____ tables and _____ chairs.

★ NOTE: Be sure to sign a copy of our *Liability Waiver* along with this form. We will not approve your application until we receive this form.

Post-Event Comments | STAFF ONLY:

★ Liability Waiver

The Event Organizers agree to indemnify, defend, and hold harmless *La Galería @RILA*, its building owners (The Adams Public Library), officers, and agents of and from any liabilities, costs, penalties, or expenses arising out of and/or resulting from the rental and use of the premises, including but not limited to, the personal guarantee of provision, service, and dispensing of payment by renter (if applicable), its employees, and agents of alcoholic beverages at *La Galería @RILA*. In the event *La Galería @RILA*, its building owners (The Adams Public Library), officers, and/or agents, are required to file any action in court in order to enforce any provisions of this agreement, the Event Organizer/Host agrees to pay *La Galería @RILA*, its building owners, officers, and/or agents, all reasonable attorney fees, court fees, and costs of suit incurred by *La Galería @RILA*, including all collection expenses and interest due.

Acknowledged, Agreed and Authorized by Primary Contact/Event Organizer:

Type or print clearly Full Name: _____

Signed _____ Date: _____

Acknowledged, Agreed and Authorized by a representative of *La Galería @RILA*:

Type or print clearly Full Name: _____

Signed _____ Date: _____