

Guidelines for Renting the Studio for Any Non-Reoccurring Event
Approved by the Board on April 11, 2017

The Club Studio may be rented for a non-reoccurring event, defined as being limited to a one day event, under the following stipulations:

1. Any TAC member who is up to date in their dues payment and is a member in good standing may rent the Studio for a non-reoccurring event as defined above for any art related event or other non-art related event such as a wedding/baby shower, birthday party, etc., provided they adhere to the guidelines listed below. The TAC member who wishes to rent the Studio **MUST** be present at all times while the event is taking place.
2. Non TAC Members may rent the Studio for a non-reoccurring Art event only, provided they adhere to the guidelines listed below. The non-member renting the Studio **MUST** be present at all times while the event is taking place.

Guidelines for Non-reoccurring Event

- Use of the TAC building for a non-reoccurring event does **not** require approval by the TAC Board of Trustees. The Office Administrator will have authority to approve each request and to confirm a reservation provided the person renting the Studio has agreed to meet all TAC conditions and guidelines. The Office Administrator has the right to withhold a reservation pending a review by the board President.
- TAC workshops, exhibitions, painting groups, classes and meetings take precedence over use of the studio and gallery for other purposes.
- In case of a conflict, reservations will be honored in the order in which they are received, with priority given to requests from Active or Lifetime members.
- During the Crosby Festival of the Arts the club provides services for festival artists and the building is not available for other functions.
- The cost for rental of the studio is \$10/hour for members and \$20/hour non-members, payable at the time of use.
- All Reservation requests must be submitted in writing or by email (toledoartist@sbcglobal.net) to the Office Administrator. Requests from nonmember organizations must be accompanied by the group's membership list.
- Members must reserve the Studio at least 14 days in advance. Non-members or organizations must reserve the studio at least 30 days in advance, accompanied by a \$100 deposit. A reservation is not confirmed until the deposit is received. Reservations for the studio may be cancelled up to 5 days in advance without penalty; otherwise, the deposit is forfeit.
- Cancellations must be submitted in writing or by email (toledoartist@sbcglobal.net) to the Office Administrator.
- The gallery, studio and kitchen, including refrigerator, must be cleaned immediately after use, trash removed and the overhead mirror, furniture and equipment must be returned to their usual locations. Heating or air-conditioning thermostats returned to a setting of 58 degrees. All food and drink items are to be removed from the club. Floors must be swept and any spills cleaned up. If the club is not cleaned after use, members will be charged a cleaning fee of \$100. Non-members or organizations will forfeit their deposit.
- Hours available for Studio rental are limited to the daily hours of the Toledo Botanical Gardens with NO exceptions.
- The Office Administrator will coordinate and define access to the club facility for the event on a case by case basis.