

## POLICIES: FIRST FLOOR STUDIO USE

Georgetown Art Center 816 S. Main Street Georgetown TX 78626 512.930.2583  
[www.georgetownartcenter.org](http://www.georgetownartcenter.org)

The Georgetown Art Center first floor studio is available for rental under the following policies established by Georgetown Art Works (GAW), a non-profit corporation. GAW operates the Georgetown Art Center (GAC) at 816 South Main Street, a building owned by the City of Georgetown under contract with GAW.

**Georgetown Art Works (GAW) and Georgetown Art Center (GAC) meetings, events and programs** take precedence over any other scheduled event. GAW reserves the right to reschedule or cancel any rental for any reason. GAW does NOT allow studio rentals by minors (*under age of 18*). Adult supervision is required at all times for any group event that includes minors (*under age of 18*).

**GAW is NOT responsible for any lost or stolen items.** GAW will hold renter responsible for locking up studio and art center at close of use. If damage to furniture, space, or building occurs due to oversight of locking building, GAW will hold renter responsible for any costs related to damage. Group cannot exceed 50 people (30 chairs, 6 tables--3' x 6').

**First Floor Studio Use Form** can be found online ([www.georgetownartcenterTX.org](http://www.georgetownartcenterTX.org)) or at the art center gallery desk. Reservations made on a first come, first serve basis. Upon receipt of application, applicant must allow 3-5 business days for GAW decision (*approve/not approve*). Incomplete applications will not be considered.

**Groups claiming 501(c) or 501(c)(3)** must provide a copy of the IRS determination letter granting that status.

**NOT-FOR-PROFIT (Art-Related Activity or Non-Art-Related Activity) rentals by Individuals or Groups** may NOT charge admission fees or hold fundraising events.

**FOR PROFIT (Art-Related Activity or Non-Art-Related Activity) rentals by Individuals or Groups** MAY charge admission fees and/or hold fundraising activities. Collection/handling of admission fees is responsibility of Individual/Group renter.

**Rental Fees: to be paid in full no later than 3 days prior to rental.** (*\*\*exception – Thursday rental must be paid by Tuesday prior to rental due to Art Center closure on Mondays*). Rental fee is payable at gallery desk -- cash, credit card (*excluding American Express*), or check (*made payable to Georgetown Art Works*). Reservation cancellation less than 24 hours in advance OR failure to show will result in required payment of full rental fee.

**Opening and Closing Studio and Gallery:** Renters are responsible for securing a swipe card access key from the Art Center reception desk the day before your event. On the day of the event renters may access the Art Center using a swipe card access key. When the event is over the renter is responsible for securing the building with the access key and returning the key the next business day. Located near the main entrance of the art center is a keypad. When the light is "green" the door is open. When the light is "red" the door is locked. Please be sure that both exterior first floor studio doors are also locked.

**Set Up & Clean Up:** Renters may rearrange studio furniture. All furniture must be returned to original configuration. (*Renters are NOT to move art racks, easels, and art projects.*) Renters are responsible for set up and clean up—which must take place during the reservation period. (*GAC staff/volunteers are NOT available to assist.*) Renters must provide trash bags for clean up. Set up or clean up outside the reservation period will be billed for an additional hour (*as per application rental rate*).

**Food & Beverages:** Renters may provide—at own cost—food and beverages for events/meetings. Charge for alcohol is NOT allowed. Serving of alcohol is NOT allowed if event includes anyone under the age of 21. GAC does NOT assist with or offer catering services. GAC does NOT provide table linens, serving pieces, serving utensils, napkins, etc.

**Restrooms:** Two GAW gallery restrooms are available for Individual/Group meetings or events. It is the responsibility of the individual/group renter to ensure restrooms are left clean.

**Kitchen:** Use of GAW kitchen by renter(s) is NOT allowed.

**AC Controls:** Individual/Group may turn down first floor studio thermostat to 74 degrees (do NOT change gallery thermostat). Upon leaving the building, first floor studio thermostat must be reset to 80 degrees.

**Audio/Visual Equipment:** GAW does NOT provide audio/visual equipment.

**Advertising Disclaimer:** Advertising and printed materials of events/activity/programs sponsored by the renter must contain the following disclaimer: "THIS EVENT IS NOT AFFILIATED WITH OR SPONSORED BY GEORGETOWN ART WORKS OR THE CITY OF GEORGETOWN."

### Miscellaneous Restrictions:

- Smoking, candles, and any type of open flames NOT allowed.
- Registration lines, tables, activities, program events NOT permitted outside of studio (*in gallery area OR on sidewalk*).
- Decorations NOT allowed on walls, windows, or ceiling. (*Decorations may be placed on tables.*)
- Furniture is NOT to be borrowed or moved from the gallery.
- Alcoholic beverages may NOT be served/provided if group includes anyone under the age of 21.
- GAC will NOT store equipment and/or supplies for functions.
- Events with amplified music NOT permitted during GAC operating hours. (*Sunday: 1-5 pm; Tuesday-Saturday: 10 am – 6 pm*)

### Non-Art-Related Rentals Include groups/events such as:

- Business meetings, programs, planning sessions, team activities, community programs
- Group/Organizational meetings, programs, planning sessions, team activities

### First Floor Studio NOT available for rentals such as:

- Parties – birthday, wedding-related, graduation, baby showers, etc.
- Events related to gambling, cooking, demonstrations involving open flames.