



Community Partner Rental and Use Agreement

Organization Name: _____

Contact Name: _____

Address: _____

Email Address: _____ Telephone: _____

1. The S.P.A.C.E. Agrees to:
 - a. Provide the door code to obtain access to The S.P.A.C.E.
 - b. Provide a clean space at the beginning of your event.
(Note for yoga classes: room comfortably holds 10, 12 max.)
 - c. Provide tables and chairs. Mats, bolsters, blocks and blankets are available for yoga and other floor activities; however please refrain from using these if the activity uses paint, glue essential oils or any other materials that could cause damage to the props.
 - d. Provide SUPPORT in promoting by posting event on the following:
 - i. Website: www.be-the-space.org
 - ii. Facebook: @bethespace123
 - iii. Instagram: @be.the.space
 - iv. Monthly E-Newsletter
2. USER Responsibilities:
 - a. The User will provide The S.P.A.C.E. with an ELECTRONIC flyer for the event and will display paper flyers if provided by user.
 - b. User agrees to assume responsibility for the cost of repair or replacement if the community space or its equipment is damaged.
 - c. User agrees to use the community space solely for the purposes stated in flyer. User also agrees to be present at the event.
 - d. User is responsible for promoting their event. (The S.P.A.C.E. will add support, see above.)
 - e. User will provide copies of the following: (if applicable)
 - i. _____ License
 - ii. _____ Liability Insurance
 - iii. _____ CORI/SORI

- f. Upon receipt of this Agreement, User will be provided with instructions for booking their event at The S.P.A.C.E.
- g. User understands that once event/class is scheduled and booked, the **CANCELLATION POLICY** is as follows:
 - i. **Cancellations made 14 days or more of scheduled event will receive a 50% refund.**
 - ii. **Cancellations made in less than 14 days of scheduled event will receive no refund.**
- h. User agrees to leave The S.P.A.C.E. as it was found as well as:
 - i. Wiping down all used surfaces.
 - ii. Sweeping floor.
 - iii. Returning furniture to original location.
 - iv. Turning down heat down to 60 degrees (November – March.)
 - v. Turning off all lights.
 - vi. Locking all doors
- i. The S.P.A.C.E. has a no-animal policy. The User agrees to not allow animals of any kind in The S.P.A.C.E. unless they are ADA-certified. The User must receive prior approval before allowing animals on the premises.
- j. To the extent permitted by the law, User shall indemnify and hold harmless 1046 Main Street LP (OWNER) and The S.P.A.C.E. (MANAGER), and their respective officers, directors, beneficiaries, shareholders, partners, agents, and employees from and against all fines, suits, damages, losses, and actions (including attorney’s fees) arising out of, or relating to, all acts, failures, omissions, and negligence of the User, his or her agents, employees, visitors, guests, invitees, and contractors arising out of, or in any way relating to User’s use of the community space. This indemnification shall apply both to claims of third parties and to claims of the User or any guest of the User.
- k. This Agreement is valid for 1-year from the signed date.

User Signature: _____ Date: _____

Management Signature: _____ Date: _____