

## Rental Policy for Teachers/Classes held on a regular basis

In an effort to increase our impact on the Muskegon community and to continue to *provide a community touchstone through the arts, education, and philanthropy*, the Greater Muskegon Woman's Club (GMWC) will offer the rental of our club building to teachers of any of the arts (including dance, music, visual arts, and other possible classes) at a reduced rate of \$50 per month (for weekly classes). This will cover use of the facility only and only for classes. The stage, grand piano or console piano in the ballroom, and the sound system are included in the rental fee. The \$50 will be payable by cash, check, Venmo, or credit card on the first of each month. Payment is the responsibility of the teacher. Late payments (after the 10<sup>th</sup> of a given month) will result in an additional 10% fee. Non-payment (no payment by the 20<sup>th</sup> of the month) shall result in cancellation of this contract unless subsequent payment covers two months' rent plus 20% late fee.

Any member of the GMWC who would like to participate in the class shall be offered a reasonable discount in the class cost (10% minimum).

While membership in the club is not required of the teacher, any teacher who is not a member shall be required to pay the \$15 per hour site management fee required of all rentals. A teacher who is a member in good standing (dues paid in full to date) shall be allowed to accept responsibility for the building without a manager present.

Regardless of whether there is a site manager present, all set-up shall be the responsibility of the teacher/renter and the facility shall be returned to at minimum the condition it was in prior to that day's class.

Teachers shall have all participants sign a Hold-Harmless statement, indemnifying the GMWC and its board of directors for any accident or injury sustained during the class.

If the teacher chooses to hold a recital, separate arrangements must be made with the Rental Director of the club. There will be a separate fee for the recital, depending on the day, time of day, and number of people expected to attend.

- I have read and accepted this contract and agree to the above.
- I understand that if the GMWC has the opportunity to rent the facility at a market rate during the time of a specific class period, I may be asked to accommodate and I agree to cooperate. This will only happen with minimum 30 days notice.

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Signature	Printed Name	Date
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Signature of GMWC Representative	Date
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This contract shall be in place from \_\_\_\_\_ to \_\_\_\_\_ and shall be on \_\_\_\_\_ (day of the week) rental time \_\_\_\_\_ .