



Arts+ Rental FAQ and Guidelines

Your guide to policies, pricing, and procedures

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Rental Fees & Deposit

Space	Standard Rate	Nonprofit Rate	Notes
Sanctuary	\$75/hr	\$50/hr	Include setup & cleanup time in your reservation
Multi-Purpose Room (Mecklenburg Building)	\$45/hr	\$25/hr	Include setup & cleanup time in your reservation
Classroom (Mecklenburg Building)	\$35/hr	\$15/hr	Include setup & cleanup time in your reservation
Cleaning Fee	\$250	\$250	May be waived depending on event
Insurance Fee	\$150	\$150	Required unless a Certificate of Insurance (COI) is provided
Deposit	30% of total rental	30% of total rental	Required at time of reservation unless otherwise discussed

Notes:

- **Hourly rental rates** apply to single-day rentals. **Rentals spanning two or more days** will be charged at a flat rate, to be determined at the time of booking.
- The facility is **rented as-is**; it has not been recently renovated.
- Tables and chairs are not provided (except in classrooms or the multipurpose room).
- No kitchen access or equipment for heating/storing food or washing.
- Other groups may be using adjacent spaces.

Space Setup & Breakdown

- An Arts+ staff member will either meet you onsite to unlock doors and turn on lights or provide you with an individual access code. Detailed opening and closing procedures will be reviewed with you prior to your event.
- Spaces are preset with a standard layout. You are responsible for arranging and returning furniture.
- You may bring food and non-alcoholic beverages. Include setup/cleanup time in your reservation.
- Alcohol is permitted only with a personal license or licensed bartender and must be approved in advance. BYOB is allowed on a case-by-case basis.
- Day-before setup may be arranged for an additional fee.
- After your event, you are responsible for:
 - Removing all personal and event-related items
 - Resetting furniture
 - Collecting and disposing of trash in the designated area

Cancellation & Refund Policy

- Full refunds if canceled 7 days or more in advance.
- Cancellations within 7 days will result in forfeiture of the 30% deposit.

Frequently Asked Questions

What is the maximum capacity of the performance space?

150 comfortably seated; 200 with added seating/standing space

Can I bring food?

Yes, you may bring your own food or use a caterer, but please note that there are no kitchen facilities for warming food or washing dishes. Cleaning fees are mandatory if food/drink is served.

Can I bring alcohol?

Alcohol is permitted only with a personal alcohol license or licensed bartender, arranged in advance. BYOB is case-by-case.

Am I responsible for setup and cleanup?

Yes, you are responsible for setup, cleanup, and resetting the space.

Are tables and chairs provided?

Renters are responsible for providing their own furniture and equipment. However, if you are renting a classroom or the multipurpose room, you are welcome to use the tables and chairs available in those spaces.

Where can we park?

Free parking for ~75 cars onsite; overflow available on nearby streets. Three accessible spaces available. Arts+ programs have priority.

Are pets allowed?

No, except for service animals.

Rental Rules & Regulations

- Guests are asked to adhere to their scheduled rental start and end times.
- Stay within your designated rental space.
- No weapons permitted on campus.
- No smoking or vaping permitted on campus.
- No animals indoors (except service animals).
- No glitter, confetti, crinkle paper, or other difficult-to-clean decorations.
- You are responsible for all setup, breakdown, and trash collection.
- Arts+ is not responsible for lost, stolen, or damaged personal items.

Questions? Ready to Reserve?

Email: Michelle Williams at rentals@artsplus.org

<u>Expense</u>	<u>Estimated</u>
Sanctuary (standard)	
Sanctuary (nonprofit)	
Multi-purpose room (standard)	
Multi-purpose room (nonprofit)	
Classroom (standard)	
Classroom (nonprofit)	
Cleaning Fee	
Miscellaneous	—
Total Expense	—