

FLINT INSTITUTE OF MUSIC BUILDING RENTAL POLICY

Welcome to the Flint Institute of Music (FIM). We are excited that you chose our facility for your special event. The following is our rental policy with guidelines and procedures. Please contact the Director of Building Operations and Public Safety with any questions or concerns you may have at 810.237.3127.

The use of the FIM is limited to groups following the guidelines put forth in this policy. Political events, rallies or demonstrations are not allowed. Use of the building for gaming purposes or fundraising is not allowed. The FIM has the right to refuse use of the building to any organization at any time.

Reservations

Reservations must be made in writing at least 30 days in advance. A security deposit and 50 percent of the expected building rental fee must be received with the signed rental agreement to reserve your reservation date and time of the event. The security deposit will be returned following an inspection of cleanup and any additional fees are paid. A credit card number is required when reserving an event. Final payment is due three days prior to the event. At this time another form of payment may be used: (cash, check, credit card) or the credit card on file will be charged the remaining rental fees.

The FIM will not hold special events on observed holidays. This includes Christmas Day, the week between Christmas Day and New Year's Day, the week of Thanksgiving, New Year' Eve, New Year's Day, Easter Sunday, Fourth of July, Memorial Day, Labor Day, and Martin Luther King, Jr. Day.

Insurance

Renter must submit proof of liability insurance at the time of deposit.

Cancellation

Events cancelled prior to four weeks of the event date will receive a full refund minus a \$50.00 processing fee. Events cancelled within four weeks prior to the event will result in loss of building rental deposit and security deposit.

Payment

The FIM accepts cash, check, Visa and Master Card. A security deposit of \$500.00 and 50% of the expected building rental fee must be paid at the time the building rental agreement is signed. Final payment is due three business days prior to the event. If payment is not received, the credit card number on file will be billed. If credit card does not receive approval, the event will be cancelled. There is a \$30.00 fee for all insufficient fund checks. The security deposit will be returned following an inspection for proper cleanup and any additional fees are paid.

Parking

Free parking is available for guests in the lots adjacent to the rented building. Parking at the main and side entrances is limited to pick-up and drop-off only.

Rental Times

The Flint Institute of Music is pleased to provide use of the building for rental purposes after 5:00 p.m. any day of the week. Limited time is available during business hours. Contact the Director of Building Operations and Public Safety for more information. There is a \$200.00 fee per hour for events continuing beyond 11:00 p.m. All event staff and equipment must exit by 12:00 a.m. (midnight).

Renter or designated contact person is required to stay until the event ends (12:00 a.m. midnight at the latest) and all guests have left the event. Anticipated guest count is required when booking the event. The final guest count is due three days prior to the event. Rental time begins when the caterer or set up crew arrives and ends when the last event staff member leaves the building.

Entertainment

The Special Events Committee must approve all events and set-up of entertainment. Renter is responsible for contracting entertainment. Any damage caused by contracted entertainment will result in loss of security deposit and damage charges to the renter.

Decorations

The Special Events Committee must approve of all decorations two weeks prior to the event.

- No tape, nails, tacks or staples may be used.
- Velcro may be used to hang decorations in limited areas.
- No glitter, confetti or helium-filled balloons are allowed in the building.
- All decorations must be nonflammable.
- Lighted candles are not permitted.

Exhibit cases, collections and furnishings may not be moved. For safety reasons, no open flames are permitted. Immediately following the event, renter is responsible for the removal of all decorations.

Smoking

The Flint Institute of Music is a smoke-free facility (by ordinance).

Coat Area

The FIM does not offer a coat check. The FIM is not responsible for lost or stolen items.

Damages

Renter agrees to be responsible for any damages caused to any area of the FIM by guests, contracted employees or catering staff. Firearms and weapons are not allowed in the FIM.

Termination

The FIM has the right to terminate this agreement in the event the renter violates any of these terms or conditions and has the right to pursue any other remedies available by law.

Food Service/Set Up

Unless otherwise agreed upon in writing, the renter is responsible for all food and beverage service, including rental, set up and tear down of tables and chairs *(refer to page 6).

An approved concessionaire, in accordance with city and state liquor regulations, must serve alcoholic beverages (wine and champagne only). Drinks must be contained to food service areas only. No red drinks (punch) are allowed in the FIM.

Food is permitted only in designated areas of the FIM. Cooking is prohibited in the building. Caterers must bring all supplies needed for the event and are responsible for all clean-up including trash removal. Improper clean up will result in loss of security deposit. Any damage caused by the caterer will result in loss of security deposit and damage charges to the renter.

Equipment brought in by the caterer must be set-up and broken down by caterer. Caterers are responsible for cleaning and removal of all refuse and surplus food immediately following the event. All trash must be removed from the building immediately following the event.

The Special Events Committee must be provided the name of the caterer requested at least two weeks prior to the event.

Caterer must be licensed and insured and present proof of both prior to finalizing the contract.

**FLINT INSTITUTE OF MUSIC
BUILDING RENTAL AGREEMENT**

Lessee/Organization _____

Address _____

City _____ State _____ Zip _____

Date of Event _____ Type of Event _____

Anticipated Guest Count _____ Time of Event _____ to _____

Lessee's contact person _____

Telephone # _____ Fax # _____

Selected Caterer _____ Set-up time _____

Credit Card Information: Visa _____ Mastercard _____ Card # _____

Exp. Date _____

Tax Exempt # (non-profit only) _____

Fees: Rental Fee \$ _____

Less 50% - _____

Plus Security Deposit + \$ 500.00 _____

Total Due Now = \$ _____ Balance due 3 days prior to event = \$ _____

Additional fees: _____

- 1. I have enclosed 50% of the rental fee and entire security deposit. I understand that if final payment for the event is not received within three days prior to the event, the above credit card will be charged for the remaining balance. Security deposits will only be returned with proper cleanup and all rental policies have been followed.**

- 2. I understand the Flint Institute of Music will issue a duplicate copy of this signed agreement as confirmation of my reservation once the deposit has been received.**

3. **By signing this agreement, I acknowledge that I have read the guidelines for facility use and rental, inspected the facility and find it to be free of any dangerous or defective conditions. I agree to abide by these conditions and to indemnify and hold harmless the FIM, its officers, agents, employees and volunteers against any and all loss, damage, claim or liability of others directly or indirectly due to the actions of the applicant.**

Authorized Representative of Lessee

Date

Flint Institute of Music Events Committee

Date

RENTAL FEES –

	<u>Cost</u>
Atrium, courtyard, kitchen, Anderson Room, stage	\$2,500
Anderson Room, atrium, kitchen, courtyard	\$2,000
Atrium, kitchen, courtyard	\$1,500
Anderson Room	\$1,000
Anderson Room, kitchen, courtyard	\$1,500
MacArthur Recital Hall	\$ 800
Rehearsal Hall	\$ 175
Classrooms	\$ 125
Practice rooms	\$ 50

Seating Capacity of Major Spaces

Atrium	220
MacArthur Recital Hall	271
Anderson Room	96

Individual Music Teachers and Alumni of the FSPA –

Stage or Anderson Room	\$ 250
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All labor included.

Minimum number of students for FSPA teachers to use the facility – 50% of performing students need to be registered FSPA students.

Member Discount –

*Sponsors \$850 and above receive a 25% discount.

\$5,000	38%
\$10,000	50%

Employees -

Full-time and part-time staff may use spaces at the Dort Music Center free of charge during normal hours, but will have to reimburse for labor after normal hours and for time dedicated to event.

Students –

Registered students of the Flint School of Performing Arts may choose the Anderson Room or MacArthur Recital Hall to hold a private recital. Receptions for recitals held in the MacArthur Recital Hall may be held in the recital hall lobby. Receptions for recitals held in the Anderson Room are held in the Anderson Room. There is no rental fee for students of the FSPA. Students will be responsible to pay for labor costs.

SET-UP/CLEAN-UP -

*Renters are responsible for set-up and clean-up. Chairs and tables in the atrium can be used. Additional chairs or tables will have to be secured, set-up and removed by the renter.

PROCEDURE FOR SECURING A RENTAL DATE –

Paul Jenkins, Director of Building Operations and Public Safety, will submit the date and time to the Maintenance/Security Committee, made up of the President of FIM, Director of the FSPA, Manager of the FSO, Director of Maintenance.