

# Jefferson School

## AFRICAN-AMERICAN HERITAGE CENTER

### Rental Terms

The Jefferson School African American Center (Heritage Center, JSAAHC, the Center) is located in the most historic portion of the Jefferson School. The facility's classrooms and auditorium have been restored to their 1926 condition and in most cases, the walls and floors are original to the building. Consequently, events taking place in the Heritage Center must be respectful of the facility's historic significance. Activities must be in keeping with the activities of the Jefferson School African American Heritage Center. All events are scheduled and coordinated through the rental manager. **Please be advised that we do not rent space for the purpose of private or group classes.** The Heritage Center prohibits any form of gambling activity, firearms and live animals, with the exception of guide animals.

**Access.** Hours specified in the rental agreement are the only hours the renter, cater, and/or designated representatives and vendors can be in the facility. An event timeline is required two weeks prior to any event including setup and breakdown schedules and a list of vendor's names that will require access to the Jefferson School African American Heritage Center. Event hours outlined in the rental agreement specify when guests/patrons will be present. Events must end at the time designated; occupancy fees incurred for use beyond rental period will be billed to the renter. Please see fee schedule for fees.

**Set-up and Breakdown.** JSAAHC staff is responsible for all set up and breakdown of furniture and equipment that are property of JSAAHC only. Protection and care are required on wooden floors and walls. Carts and dollies with rubber wheels must be used to prevent damage to floors.

**Fundraising.** Any organization seeking to use the Heritage Center for an event involving an admission charge for fundraising must be approved by the Center. Raffles, and live or silent auctions are permitted only in the cases where goods and services being sold are donations to the applicant to support the applicant's not-for-profit activities.

**Use of Heritage Center name and logo.** All advertisements, publications, news releases and any other written materials made available to the public or media regarding the event, must be first approved by JSAAHC. Use of JSAAHC logo is subject to approval and is not subject to any changes.

Invitations for facility rental events may not use the name of the Heritage Center, except as the designated location for the event. A renter may not use the name, logo, picture or likeness of the Heritage Center to promote any event unless agreed on in writing. **Events in the Heritage Center auditorium must be listed as *The auditorium at The Jefferson School African American Heritage Center.***

**Catering.** Because of the limited space at the Jefferson School African American Heritage Center, food served at events must be prepared off-site, and all service supplies (i.e. dishes, cutlery, linens) must be brought in and removed by caterers to be cleaned off-site (unless arrangements have been made with staff for overnight storage). Service items in Center's cabinets are not available for Caterer use. **Caterers must have copies of current business licenses, certificates of insurance and proof of workman's compensation.** Caterers are responsible for unloading, setting up and relocating all of their goods and supplies using their own hand trucks and dollies. Caterers are responsible for maintaining cleanliness in the kitchen during the event and for returning the kitchen to its original state. This includes the continuous collection of dishes and trash during events and the **sealing and removal of garbage bags.** No disposal of food items, i.e. grease or coffee grounds in sinks is allowed.

The *Bar* must be handled by caterer or licensed insured provider. Applicant is required to secure all required permits including Virginia Alcohol and Beverage Control license and health department certificate.

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**Prohibited Materials.** Bubbles, confetti, rice, glitter, hot plates, and stovetops for cooking are prohibited from use at the Heritage Center. Open flames, firearms and pyrotechnic devices are strictly prohibited, as is smoking in all areas of the Jefferson School African American Heritage Center (JSAAHC) and the Jefferson School City Center.

**Decorations.** The Jefferson School facility is the Heritage Center’s main artifact. Plans for all decorations, including floral arrangements and table centerpiece, must be approved in advance.

Decorations must not endanger the Heritage Center’s exhibitions or necessitate the moving of exhibits or affect their appearance. No tape, staples, tacks, or nails may be affixed to any JSAAHC equipment, including but not limited to walls, doors, tables, and chairs. Signs on cases and walls are not permitted. Hanging large signs or decorations on the inside or outside of the Center is not permitted without prior written approval. No artifacts from the Center’s collections may be used for props or decorative purposes. Arrangements for deliveries setups and removal of decorations must be made through the rental manager.

**All decorations must be removed immediately after event. JSAAHC is NOT RESPONSIBLE for any items left in the facility.**

**Photography.** Photography of permanent or temporary exhibitions is not permitted, unless otherwise agreed upon in writing.

**Fees.** The revenue generated by events, benefits the Jefferson School African American Heritage Center’s annual operating fund. Rental of the space includes set up before the event and tear down after the event. Rental rates further include house lighting, air-conditioning, general site security for events prior to 5 pm, janitorial services for public areas, restrooms and lobbies and, on site event personnel the day of your event. All auditorium rentals must utilize the audio/visual technician provided by JSAAHC. NO outside technicians are allowed in the auditorium without prior approval of JSAAHC or without direct supervision by JSAAHC technical staff. Rental also includes the use of three (3) eight foot tables or four (4) 60” round tables and two (2) 6ft tables. Any additional tables are available at an additional cost of \$5/table. Chairs are provided for the anticipated number of guests. If event exceeds this number, additional chairs are available at a cost of \$2/chair. These costs will be invoiced after the event.

**Payment Policy.** A fifty percent (50%) nonrefundable deposit of the total rental fee amount is due at the signing of this agreement. The balance of the rental fee is due no later than two (2) days prior to the event. Payments may be made by certified check, or through our website [www.jeffschoolheritagecenter.org](http://www.jeffschoolheritagecenter.org) using PayPal checkout.

	Non-Profit	For-Profit
Auditorium	\$250 per hour	\$350 per hour
Classrooms	\$50 per hour	\$60 per hour
Microphones	\$35	\$35
Additional tables/chairs	\$5/2	\$5/2

Additional auditorium fees:  
 Tech fee: \$25/hour  
 Security fee: \$25/hour  
 Clean up fee: \$200 for groups over 75

If you are not a non-profit the total cost will include 5.3% tax. Please note when paying through website there is 3% processing fee for credit card transactions. If you are a non-profit we must receive a copy of your sales tax exemption certificate. Checks should be made to the Jefferson School Foundation and sent to: Attn: Rental Manager, 233 4th St, NW Suite A, Charlottesville, VA 22902.

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**Insurance.** In order to use JSAAHC's auditorium, renter is responsible for obtaining comprehensive general liability insurance in an amount not less than one million dollars (\$1,000,000) per occurrence for bodily injury and property damage respectively. The policy must include the Jefferson School African American Heritage Center and its agents as additionally named insured under the policy. JSAAHC must receive a copy of this insurance certificate at least one week before the event.

Such policy shall contain a rider requiring thirty (30) days written notice prior to cancellation or material alteration of the policy for any reason whatsoever.

The term of the policy must cover the term of the requested use of the auditorium.

Renter hereby waives any claim against and promises to defend, indemnify, save and hold harmless, The Jefferson School African American Heritage Center, its officers, employees, agents and representatives from and against any liability or loss, of any nature whatsoever, arising out of or relating to any misrepresentation or material alteration by Renter in connection with required insurance.

**Reimbursement as Result of Real Property Damage.** Renter agrees to reimburse JSAAHC for any loss or damage to property arising out of their occupancy, however caused. Such reimbursement must be paid within thirty (30) days of receipt of the invoice from JSAAHC for such expense. JSAAHC reserves the right to repair such damaged property and bill the renter for the repair.

**Rental Delivery and Pick-up.** All rental and pick up must be same day within the rental period specified in rental agreement form unless otherwise arranged prior to the event. Any equipment that is the property of the renter and is approved by JSAAHC staff for next day pick up, must be moved to a designated location immediately following event. Tableware, glassware and dishes must be thoroughly rinsed for overnight storage. Applicant is responsible for the immediate removal of all personal equipment. **The renter assumes all responsibility for property left unattended in JSAAHC facility.**

**Termination.** JSAAHC reserves the right to terminate this agreement without prior notice and without refund of deposit if, in its opinion, the Applicant has provided false or misleading information in the application, or the Applicant has defaulted in providing anything required by the application, or the Applicant is in breach of any term or condition of this agreement.

**Indemnification.** Applicant agrees to defend, indemnify and hold The Jefferson School African American Heritage Center (JSAAHC) and its agents harmless from and against all liabilities, damages, claims, demands, actions, proceedings, costs and expenses asserted by a third party against JSAAHC arising directly or indirectly out of the renter's use of JSAAHC's facility, including, but not limited to, bodily injury or death to any person or persons, damage to personal property of others, and or violation of any local, state or federal laws.

**Compliance with Local, State and Federal Laws.** Applicant agrees to comply with all applicable municipal, provincial and federal government laws and regulations, and assumes all liability for any claims against JSAAHC in violation thereof as a direct or indirect result of renter's use of JSAAHC's facility.

**Warranty & Representation.** Applicant affirms that he or she has the right, power and authority to enter into this Agreement and to fully perform all of its obligations hereunder; further, the performance of the obligations hereunder will not violate any applicable laws or regulations; and the applicant owns or controls all of the rights necessary to perform its obligations hereunder.

**Additional Miscellaneous Terms.** In order to validate this agreement, one signed copy of this agreement must be returned with the required deposit to Rental Manager, The Jefferson School African American Heritage Center, 233 4th St, NW suite A, Charlottesville, VA 22903. Please make check payable to **The Jefferson School Foundation**. Checks postdated after the date the agreement is received will not be accepted.



## Facility Rental Request Form

The information you provide in this application will be used to determine if space is available for rent. Requests should be made no later than 10 days in advance of rental date. Please allow 2 business days for a response to your request.

Please fill out form completely and see the return options below.

### Renter individual, organization or company.

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Are you a 501(c)3 (mark one):  NO |  YES If tax exempt in VA, please provide sales tax exemption #: \_\_\_\_\_

Federal Tax ID or Social Security \_\_\_\_\_

Contact Person \_\_\_\_\_

Contact Phone # \_\_\_\_\_

Contact Email \_\_\_\_\_

### Event information.

Requested date(s) 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

Type of event  Business Meeting  Private Event  Lecture  Performance  Public Event

Event Description \_\_\_\_\_

### Schedule.

Arrival Time \_\_\_\_\_

Event Start Time \_\_\_\_\_

Event End Time \_\_\_\_\_

Departure Time \_\_\_\_\_

### Facility space requested.

- Auditorium (auditorium application required)  Green Room  Alumni room
 Isabella Gibbons Local History Center  Classroom A

### Attendees.

Indicate total number of expected attendees/guests \_\_\_\_\_ .

All renters are required to engage a minimum of one (1) security guard for events occurring after 5 pm. Events with 50-100 attendees require two (2) security personnel. How many security guards will you engage? \_\_\_\_\_ .

### To Submit Your Rental Request By Mail:

Rentals Manager, Jefferson School African American Heritage Center, 233 4th St NW suite A, Charlottesville VA 22902

### By Email:

Scan completed form and email to admin@jeffschoolheritagecenter.org



## Auditorium Rental Agreement

### Organization information.

Business Type  Corporate  Nonprofit  Individual  Government

Organization Name

EIN number

Sales tax exemption number

Primary contact

Address

Office phone

Cell phone

Email

Approximate number of event participants: \_\_\_\_\_ If applicable, amount of security required: \_\_\_\_\_

### Event information.

Complete this section if renting auditorium for the purpose of performance:

Primary technical contact (production manager)

Office phone

Cell phone

Email

Production title

Production dates

Rehearsal dates and times (if needed for rehearsal)

Is this event being held for a religious or political cause?  NO |  YES If yes, please explain:

Explanation

Event title

Anticipated audience

Is this a ticketed event?  NO |  YES

Is there an admission charge?  NO |  YES If yes, anticipated sales \$ \_\_\_\_\_ .

Will there be merchandise sales?  NO |  YES If yes, anticipated sales \$ \_\_\_\_\_ .

Types of items being sold

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Complete this portion for all auditorium activities:

### No. of people involved.

Staff ) \_\_\_\_\_ Artists ) \_\_\_\_\_ Technical) \_\_\_\_\_

A list of all staff, vendors and caterers is required within two weeks of the event.

**Attach proof of insurance covering performers and employees during rental period.**

### Activity Schedule.

Please attach an itinerary and agenda for auditorium use including all activities, dates, exact entry and exit times and number of persons requiring access to the JSAAHC auditorium. **Please note: Rental times include all set up and strike times.**

**Rental time is charged from the point when event personnel enter the auditorium until the time event personnel leave the auditorium.**

### Technical Information Staging.

Attach related ground plans, sound and light plots, and all other technical stage needs.

Technical Sound System: Are you providing any of your own sound equipment requirements?  NO |  YES

If yes, please list: \_\_\_\_\_ .

Which and how many of the following, if any are needed from JSAAHC? A handheld mic or lavalier is available as part of rental costs. See fee scheduled for cost of additional mics and stands.

- Number of microphones: \_\_\_\_\_       Number of inputs: \_\_\_\_\_       Number of mic stands: \_\_\_\_\_  
 Number of returns: \_\_\_\_\_       Number of monitors: \_\_\_\_\_

### Furniture.

Which and how many of the following are needed from JSAAHC? Three eight foot tables or four 60" round tables and 2 6ft tables are available as part of rental costs. Any additional tables are available at an additional cost of \$5/table. Chairs are provided for the anticipated number of event attendees. Additional

- Number of 8 ft tables: \_\_\_\_\_       Number of 60" round tables: \_\_\_\_\_  
 Number of 6 ft tables \_\_\_\_\_       Number of Chairs: \_\_\_\_\_

### Comments.

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### As Understood and agreed

Applicant's printed name

Applicant's signature

Applicant's title

Date

Director, Jefferson School African American Heritage Center,

Date