

**Eastern Iowa Arts Academy
The Cave Recording Studio
Facility Rental Guidelines**

The Eastern Iowa Arts Academy's (EIAA) facility may be rented for public or private events such as team meetings, social events, and other activities. All rentals shall be governed by the following guidelines.

1. **Applications:** Rental shall be requested on the attached application form and shall be approved or denied by EIAA based on these guidelines. Once the application has been approved and the rental deposit has been received, the renter will receive a copy of the approved application as written confirmation of the rental.
2. **Scheduling:** EIAA reserves the right to refuse use/rental that may conflict with EIAA's programming, daily operations, and already scheduled activities, or that may conflict with the mission, vision and values of EIAA.
3. **Responsible Party:** The name appearing on the rental application as the "Renter", assumes responsibility for the rental of the EIAA facility and equipment. Payments, correspondence, insurance certificates, and communications regarding the use of EIAA should be made by the Renter.
4. **Sound Engineer:** If requested by the Renter, the studio will provide a sound engineer at the rate in effect at the time of booking. If the Renter chooses to utilize their own engineer, they will be held responsible for any damages done to EIAA's recording equipment.
5. **Fees:**
 - Rental Deposit: All renters will pay a non-refundable rental deposit with the application to reserve the space. This fee will be applied to the total rental fee.
 - The entire rental fee is due two weeks before the rental.
 - Any check returned for insufficient funds will incur an additional fee of \$30.
 - Additional fees may be charged if the Renter comes earlier or stays longer than the reserved period that was paid for.
 - If the Renter causes damage to the facility or fails to leave the premise in its original condition, the cost of repair or cleanup will be billed to the Renter and payment is due within ten (10) of receipt of invoice.
6. **Cancellation Policy:**
 - If EIAA is closed due to emergencies or inclement weather, all rentals will be cancelled and reasonable attempts will be made to notify the Renter. EIAA will attempt to reschedule the session with the Renter or will issue a full refund.
 - If the Studio must cancel a session due to illness or other reasonable cause, the Studio will reschedule the session for the earliest available time that works for both parties.
 - If the Renter cancels the event, and the cancellation is confirmed by EIAA staff at least seven (7) days prior to the reserved date, the Rental Fee will be refunded to the Renter within thirty (30) days. The rental deposit will be forfeited.
 - If the Renter cancels the event fewer than seven (7) days prior to the reserved date, no refund will be issued.

7. **Studio Time:** Studio time includes setup time, break down time, and any breaks taken by the artist(s) or sound engineer. The engineer will be allowed a break of up to 15 minutes every two hours.
8. **Recording Files:** The Studio shall not release recording files or copies thereof to the Renter until all monies for the entire rental have been paid. Upon complete payment of all monies due by Renter, the Studio will transfer all recordings and ownership of sound recordings to the Renter. Remember—anything you record that is not your original composition is subject to licensing fees.
9. **Equipment/Recording Software:** Any equipment belonging to EIAA that is requested by Renter may incur additional charges and/or necessitate operation by EIAA staff. EIAA reserves the right to limit or deny the use of any equipment owned by EIAA or brought in by the Renter. Any damage to the soundboard or recording software will be the responsibility of the Renter.
10. **Insurance Certificate:** EIAA reserves the right to require proof of insurance confirming the existence of insurance specifically naming Eastern Iowa Arts Academy as an additional insured party.
11. **Supervision:** The Renter is responsible for providing adequate supervision of guests during time of use. All activities involving children and youth under the age of 18 must be supervised by at least two adults with a ratio of 1 adult per 8 youth.
12. **Food and Drinks:** All food and drink that the Renter wishes to serve needs to remain outside of the recording studio.
13. **Cleanup:** The Renter will be responsible for cleanup of EIAA facilities and removal of any materials brought in by the Renter. Renter shall return the premises to its original condition. Trash/recycling must be placed in appropriate containers.
14. **Responsibility for Renter's property:** EIAA will not be responsible for damage to or theft of any of the Renter's property or belongings brought to or left behind at EIAA's facility.
15. **Illegal Activity/Tobacco/Illegal Substances:** The premise is a non-smoking environment. No smoking or illegal substances are permitted anywhere on the premises. Renter and all guests shall conduct themselves in an orderly and lawful manner. EIAA reserves the right to eject Renter and/or any guests if such parties are not following these guidelines.
16. **Parking:** Street parking is available as well as parking in the lot on the south side of the facility.

Agreed and Accepted:

Renter

Date

EIAA

Date