Fort Lee Artists Guild

FORT LEE ARTISTS GUILD ART SPACE CONTRIBUTION AGREEMENT

Whereas the Fort Lee Artists Guild (aka the 'Guild'), and the Guest Organization (aka the '*Guest*'), _____, agree to the conditions outlined below.
This agreement applies to the following art space operated by the Guild:
Name of Art Space: The Judge Moore House
Address of Art Space: 1588 Palisade Ave Fort Lee, NJ 07024
The terms of this agreement are as follows:

1. *Guest* activities shall be appropriate to the Guild's mission and comply with civil codes, criminal codes, building codes, fire codes, and the Guild by-laws.
2. The Guild shall retain the right to use the facility. The *Guest* shall have access to the 1st floor art space for a period not to exceed 2 weeks, on the Date: _____, between the hours of _____ to _____.
3. Visitors may attend the function in the 1st floor art space provided they are invited by the authorized *Guest*, as set out in this agreement.
4. The number of people in the 1st floor art space shall not exceed the maximum allowable in accordance with fire or building codes.
5. There shall be no alcohol, illegal drugs, smoking or pets on the premises.
6. The *Guest* shall provide adequate supervision and control behaviour the 1st floor art space for all activities. The *Guest* will be in attendance during all *Guest* activities.
7. Following each activity, the *Guest* is responsible to clean the space after their event. This includes sweeping the floors, cleaning washrooms, removing decorations, removing garbage to a bulk container, and stacking tables and chairs.
8. A contribution fee of $_____ shall be charged for use of the 1st floor art space, with a 20% deposit for reserving the art space.
9. There may be an art installer's fee involved, paid separately.
10. The *Guest* and their invited visitors, agree not to hold the Guild or any of its staff liable for any damages.
11. There is no subletting in the art space agreement.
12. Any loss or damage of the Guild's equipment or property occurring during an on-site event must be reported immediately to the Guild. Repairs and other maintenance will be arranged by the Guild. The Guild reserves the right to charge back any associated costs if it is deemed to be the fault of the *Guest*.
13. The terms of this agreement will apply to the *Guest* and invited visitors who use the 1st floor art space for activities. The *Guest* will be responsible to ensure that participants are aware of the terms and are always adhered to.
14. The *Guest* shall be responsible for helping to secure the building during and after activities.
15. Further to the above, if the expressed terms and conditions of this Agreement have not been met, the *Guest* shall be considered in breach of this agreement, and the Guild shall reserve the right to stop the activities in the common area.
16. This Agreement may be terminated without cause, in writing, by the Guild and/or the *Guest* due to operational considerations. The Guild and/or the *Guest* will provide a 30-day termination notice.
17. The 'Guild' as a non-profit organization, does not facilitate art sales.

GUEST OFFICER SIGNATURE DATE

GUILD OFFICER SIGNATURE DATE