



2018 Movement & Learning Center Rental Agreement

Class Name: _____

Class Description: _____

Instructor's Name: _____

Instructor's Email: _____

Instructor's Address: _____

Instructor's Phone: _____

Best way to contact you for MLC needs: _____

Class Details:

Day(s) of week: _____

Time: _____

Class will begin on: ____/____/____ and scheduled to end on: ____/____/____ Unknown

*If you are unsure how many weeks you will need the space, check "unknown". Note that ongoing classes require 2 weeks paid in advance and 2 weeks notice for cancelation. Classes canceled without notice will be charged.

Rates:	MLC Room	Conference Room
	\$15 before 5 pm \$25 after 5pm	\$15 before 5 pm \$25 after 5pm

Special notes and arrangements: _____

I have read the Rental Agreement and consent to the outlined terms.

Contract Signature: _____

Date: _____

Movement and Learning Center Rental Agreement Terms and Information

- All renters MUST be current owners of the Co-op
- All classes must be paid no later than the end of each class
- Class ending times mean that the class is completed, the attendees are out and the space is ready for the next group. If necessary, instructors should schedule extra time to ensure their classes are ending promptly.
- Each renter will sign in and out for their class time every time: class name, instructor, time in, time out, number of attendees, if the space was clean when they arrived, and that they tidied up the space upon leaving. They will also mark if they have paid at the register and place a copy of the receipt in the gray box. There will be a sign up log on the MLC door along with a calendar for the month.
- You are responsible for maintaining cleanliness in the M&L Center room, foyer, and storage areas. Trash and recycling receptacles are available. Cleaning supplies are provided for your use and are stored in a clearly marked area. Contact the M&L Center Coordinator if the facilities are unsatisfactory upon your arrival. Chairs, tables, furniture, and all items contained within the space must be returned to the positions in which you found them upon your arrival.
- **Parking:** Parking for vehicles of M&L Center instructors and class participants is limited to the paid FBFC gravel lot, the 76 Biltmore lot and the Hilliard lot. Neither you, nor your participants, may park in the FBFC paved lot adjacent to the store entrance. Parking in the upper lot is prohibited. Instructors will be charged \$5 per car for each attendee parked in the upper lot.
- Once a rental contract has been completed, you should provide at least two weeks notice of a class/event cancellation. You are entitled to a full refund of prepaid rent if a cancellation notice is received by the M&L Center Coordinator at least two weeks prior to your scheduled class/event. You are responsible for half of the amount of rent due for your scheduled class/event if you fail to provide at least two weeks notice of a cancellation.
- FBFC reserves the right to cancel your rental contract at any time, with just cause. Failure to comply with any of the items outlined in this document may result in immediate termination of your rental contract.
- You agree to assume liability for yourself and your class/event students and participants.
- The doorway leading up the stairs to the M&L Center has a combination key box, containing the keys to the stairwell door and the M&L Center door. Upon completion of a rental contract, you will receive the combination code. You must agree to not distribute the combination code to anyone unless an alternative arrangement is authorized by the M&L Center Coordinator. FBFC will change the combination code on a regular basis. Duplication of the door keys is prohibited.
- You are responsible for the promotion of your class or event. FBFC provides a Community Bulletin Board and an M&L Center Events Bulletin Board for the posting of any promotional materials that you submit. Your class will be listed on the online MLC calendar on the FBFC website. If you make a facebook event page, we will share it from the Co-op's page if you would like. Send an email to mlc@frenchbroadfood.coop with the link.
- Maximum allowed occupancy in the M&L Center space is 40 persons. Your class size may not exceed these fire department regulations (posted in space).
- Food and beverages are prohibited in the M&L Center room. Alternative arrangements must be approved by the M&L Center Coordinator.
- It is requested that you and your class participants remove your shoes upon entry to the M&L Center room, in order to help preserve the integrity of the room's flooring. This request is especially relevant with any movement or high physical activity type classes.
- Burning of any flammable or smoke-producing material is strictly prohibited. (This includes candles, incense, and sage.)
- Smoking, alcohol consumption, and illegal drug use is strictly prohibited.
- No animals are allowed in any of the M&L Center areas.
- Noise is to be kept to a reasonable level, considerate of our workers, shoppers, and neighbors.
- You are liable for the payment of any fines incurred by your use of the space (such as noise ordinance fines.)
- FBFC reserves the right to hold the rental contract signee accountable for all damage incurred in any M&L Center area, or of their contents, or of any FBFC property during his/her scheduled reserved time. Contact the M&L Center Coordinator if you notice damage of any such physical structure upon your arrival.
- FBFC reserves the right to displace a scheduled class on its behalf. You are expected to yield the space in such an instance. FBFC will make every attempt to make any changes in M&L Center availability known as quickly as possible, and will consider one month notice as the usual standard for amendments. In such case, prepaid rent will be fully refunded within two weeks time.
- 3rd week may be opened back up but co-op reserves the right to bump any class with 2 weeks notice of co-op events and classes.
- Anyone using the space without being on the schedule for forfeit the ability to use the MLC in the future.