

Matthew 25 Groundswell Rental Guidelines

Groundswell may be rented for public or private events such as team meetings, performances, and other activities. All rentals shall be governed by the following guidelines, which may be amended from time to time by Matthew 25 (Matthew 25).

1. **Applications:** Rentals shall be requested on the attached application form and shall be approved or denied by Matthew 25 based on these guidelines. Once the application has been approved and the reservation fee has been received, the renter will receive a copy of the approved application as written confirmation of the rental.
2. **Scheduling:** Matthew 25 reserves the right to refuse use/rental that may conflict with internal programming, daily operations, and already scheduled activities, or that may conflict with the mission, vision, and values of Matthew 25. Scheduling should be discussed with the Groundswell Coordinator.
3. **Responsible Party:** The name which appears on the rental application assumes the responsibility for the rental of the space and equipment. All payments, correspondence, insurance certificates, and communications regarding the rental should be made by the Renter.
4. **Gallery Ready:** All artwork for exhibition must be ready for display. It is not Matthew 25's responsibility to ready artwork for exhibition.
5. **Personal Interview:** A face-to-face meeting with the Groundswell Coordinator before the event to discuss logistics and other details is highly recommended. Please email crgroundswell@hub25.org to schedule a meeting.
6. **Advertisement and Promotion:** It is the renter's responsibility to advertise and promote their event or exhibition. Materials such as write ups and images should be provided to Matthew 25 in order to send out emails, update the website, and inform interested individuals. Promotion of the event should be done early!
7. **Fees:** Rental fees vary depending on the type of event.
 - **Rental by hour-**
 - **Reservation Fee:** There is a \$60 non-refundable reservation fee due with the application to hold the requested date and time. This fee will be applied to the total rental fee.
 - **Rental Fee:** The rental fee is \$60 per hour based on reserved date and time to include set-up and clean-up. The entire rental fee is due two weeks before the event.
 - **Overtime:** The overtime fee is \$60 per hour if renter comes earlier or stays longer than reserved date and time. The overtime fee is due immediately following the event.
 - **Clean-up and/or Damage:** If the Renter causes damage to the facility or leaves the facility unusually messy, the additional cost of repair or clean-up will be billed to the Renter and payment is due within thirty days after receipt of invoice.
 - **Performance/concert rental –**
 - **Reservation Fee:** There is a \$30 non-refundable reservation fee due with the application to hold the requested date and time. This fee will be applied to the total rental fee.
 - **Split the door:** Matthew 25 receives 50% of all profits derived from the admittance/tickets. Matthew 25 will staff the door.
 - Presold tickets are not allowed
 - **Clean-up and/or Damage:** If the Renter causes damage to the facility or leaves the facility unusually messy, the additional cost of repair or clean-up will be billed to the Renter and payment is due within thirty days after receipt of invoice.
 - **Exhibition rental -**
 - **Artwork Sales Commission:** Matthew 25 receives 10% of all artwork sold.

8. Potential Risk: Due to the many activities that occur within Groundswell, there is a small risk of damages. Although all measures will be taken to protect all works, Matthew 25 is not responsible for damages that occur during an exhibition or event.
9. Cancellation Policy:
 - Matthew 25 reserves the right to cancel this event at any time without liability. Matthew 25 will issue a full refund of all fees. It is the Renter's responsibility to notify its guests of the cancelled event.
 - If the Renter cancels the event (and that cancellation is confirmed by Matthew 25) at least seven (7) days prior to the reserved date, the rental fee will be refunded to the Renter. The reservation fee will be forfeited.
 - If the Renter cancels the event fewer than seven (7) days prior to the reserved date, the reservation and rental fee will be forfeited.
10. A/V Equipment/Additional Equipment: Audio visual equipment owned by Matthew 25 will be operated by authorized Matthew 25 staff. Matthew 25 reserves the right to limit or deny the use of any equipment owned by Matthew 25 or brought in by the Renter.
11. Insurance Certificate: Matthew 25 reserves the right to require an insurance certificate confirming the existence of insurance specifically naming "Matthew 25 Ministry Hub" as an additional insured party.
12. Supervision: The Renter is responsible for providing adequate supervision of guests during rental. All activities involving children and youth under the age of 18 must be supervised by at least two adults with a ratio of one adult per fifteen youth. Adult supervisors must be at least three years older than the oldest youth. **There are no exceptions to this rule.**
13. Behavior: The Renter is responsible for making sure guests are respectful of others and Matthew 25 property. Any kind of behavior that might put others at risk is prohibited. This includes but is not limited to: physical fighting, unsafe dancing (moshing or crowd surfing), profanity, bullying, or disrespectful language.
14. Personnel Services: Matthew 25 will assign one appropriate staff member for the event. If additional personnel are requested by the Renter or required by Matthew 25 (for example: if additional supervision or specialized help is needed), Matthew 25 staff may be available for an additional \$30 per hour per staff person.
15. Decorations: All decorations need to be discussed and agreed upon with Matthew 25 staff prior to the rental. Decorations, signs, and posters may not be nailed, screwed, or thumb-tacked to any walls. All decorations, signs, posters, materials, and equipment not belonging to Matthew 25 will be removed by the Renter by the end of the rental period.
16. Kitchen Use: The Renter may use the kitchen but may not use any food supplies owned by Matthew 25. All dishes and surfaces must be washed and disinfected in compliance with licensed kitchen practices approved by the Linn County Department of Public Health.
 - For performances and concerts, paid concessions will be provided by Matthew 25 and no outside food or drink will be allowed.
 - For hourly rentals, the renter may hire a caterer to supply food at their own cost or have Matthew 25 provide concessions.

17. Clean-up: The Renter will be responsible for clean-up and removal of any materials brought in by the Renter. Trash/recycling must be placed in appropriate containers. Renter will leave facility clean and return equipment used to its original place. The Renter Checklist should be completed prior to departure.
18. Not Responsible for Renter's Property: Matthew 25 will not be responsible for damages or theft of any Renter's property or belongings brought to or left behind in the space.
19. Alcohol/Tobacco/Illegal Substances: Groundswell is a safe, substance free venue. At no time will alcoholic beverages, tobacco products, or illegal substances of any kind be permitted on Matthew 25 property (inside or out). Matthew 25 also requests that Renters and their guests not smoke within one block of Groundswell's entrance. If we suspect you have alcohol or drugs in your system, you will leave the property. The Renter is responsible for insuring full compliance with this policy.