

**The Gallery**  
**Rental Policy and Guidelines/  
Application**  
**Includes COVID-19 POLICY and  
PROCEDURES**  
**(PLEASE READ THOROUGHLY)**

The following Rental Policy contains important information regarding the use of the ArtsTech Gallery. The Gallery is a private event space. No selling of food, beverages or tickets on sight. It is imperative that you read and review the items listed below. You may obtain a printable version of the Rental Policy from our website, <https://www.artstech-kc.org/rental-space>.

**Please note that the Rental Policy will be considered NULL AND VOID if the application is not completed and returned within three weeks of the event date along with a deposit, unless otherwise the Rental is approved by the ArtsTech Executive Director.** Please **initial each box** indicating you have read and agree with each sentence in that section. The application date is the date the application is mailed or otherwise provided to the applicant, for completion. For questions regarding these policies and guidelines, please contact us at (816) 461-0201.

**1. Application**

Gallery rental applications may be obtained from our website, [www.artstech-kc.org](http://www.artstech-kc.org), or by calling the office at the number listed above ((816) 461-0201). No rental shall be considered valid until a completed and executed application is submitted to the ArtsTech office with the appropriate fees (including the necessary security deposit and copy of the renter's ID). All rentals are subject to the approval of the Executive Director or an authorized designee. Applicants must be at least **30 years of age** to reserve the Gallery (age restrictions for applicants are negotiable with approval from The ArtsTech Director) If parents/guardians want to rent the gallery for their child, they **MUST** be on the premises, serving as a chaperone the entire time of the event. Parents/guardians will be the responsible party for any violation of the rental agreement.

**2. COVID-19 Health and Safety**

Due to the current COVID-19 amended restrictions enforced by the city of KCMO and the Jackson County Health Department since October 9, 2020, ArtsTech will be in compliance with the number of people gathered in our Gallery space at **300**. For all attendees, **WEARING A MASK at all times inside the building is OPTIONAL.**

**COVID-19 Health and Safety Rules Are Subject to Change**

- [Right now In Jackson County, Missouri, the community level is low.](#)
- [Find community levels and prevention steps by county.](#)

**COVID-19 County Check**

<https://www.cdc.gov/coronavirus/2019-ncov/science/community-levels.html>

### 3. Rental Fee

**\$950 – Events (10 Hours Max.) Payments (Cash, Check , Credit Cards or Money Order)**

The rental fee must be paid in full at least **fourteen (14) days prior** to the rental date or with the application, whichever is sooner. Failure to pay full balance will result in forfeit of security deposit and cancellation of the event.

The renting party will be charged **\$50 per hour after ten hours** for additional site coverage.

The **10 Hours Maximum** event time includes setup, the event, and clean-up.

### 4. Security Deposit

**\$250.00**

The security deposit is **due at the time of application. Payments (Cash, Check , Credit Cards or Money Order)**

All money shall be returned if the application is not approved. The **\$250 security deposit will be refunded to the renting party unless the building is not left in a suitable condition, as when rented, and before renter's use. The renter and the Artstech staff person will complete a "Walk-Through" BEFORE leaving the premises**

The security deposit **will be returned within 14 days after the function providing all of the policy guidelines have been followed/met.** The deposit is subject to be withheld if the premises sustain any damages or infractions incurred during the rental period, which require repair, removal or replacement costs . If damages or infractions exceed the cost of the security deposit, the renter agrees to pay the additional costs incurred due to those damages or infractions.

### 5. Cancellation Policy

- Deposit is **forfeited** for all **CANCELED** events.
- All events must follow ArtsTech Gallery Guidelines (as stated in this document)

### 6. Gallery Hours of Operation

10 hours total. No event will be allowed past 1AM

*Note: All parties including staff must be out of the building by 1:30AM.*

### 7. Capacity

The **Covid-19 reduced maximum capacity of the Gallery must not exceed three hundred (300) people. COVID-19 Health and Safety Rules Are Subject to Change**

### 8. Gallery Setup

Gallery setup is the responsibility of the renting party. Assigned staff is not responsible for any type of setup but will make sure all general gallery space items are available. A list of items needed for your event must be in writing and made available at the time of the signed agreement. A minimum of ten (10) tables and one-hundred (100) folding chairs will be available for use and is included in the basic fee. Additional tables and chairs may be delivered or brought in one day prior to your event (considering the ArtsTech office hours/available staffing) - arrangements must be confirmed. ArtsTech can also rent tables and chairs for your event for an additional fee.

**9. Decorations**

Decorations shall be limited to tables, railings and beams only. Wall or ceiling decorations must be approved by ArtsTech. **Confetti and glitter are prohibited. - residue from confetti/glitter may affect return of your complete deposit**

**10. Management Services**

An ArtsTech staff person will be on site during the duration of the event for event assistance and in case of a building emergency. The cost of the on-site person is included in the rental rate (up to six hours). All rentals include two-hours prior setup time for your event, on-site coverage at/during your event, and ½ hour clean-up time at the conclusion of your event. **If additional time is requested or exceeds ten (10) hours, you will be billed \$50/hr. additional fee for the staff person on duty.**

**11. Gallery Clean-up**

The renting party is responsible for clean-up of the Gallery area, making sure all rubbish gets into the trash bins. You must remove all trash from the Gallery space, open space, bathrooms, parking lot etc. This is **critical to you receiving a full security deposit refund.**

**12. Cooking/Grilling/Warming**

**NO cooking or grilling** allowed. Only the preparation of cold foods and use of warming tables with sternos of precooked hot foods or catering allowed. **(critical to you receiving a full security deposit refund)**

**13. Smoking Policy**

This facility is a **NO SMOKING** facility, and this policy will be strictly enforced. **Violation of this policy will result in forfeit of your security deposit,** and the particular party may be asked to leave the facility immediately.

**14. Alcoholic Beverage Policy**

Alcoholic beverages are allowed at events but **CANNOT BE SOLD** on premises.

The Rental party **must serve food/snacks if alcohol is provided.**

Renter(s) **must** hire Kansas City Police Department Off-Duty officers who must be present for your event when alcohol is served. **No one under the age of 21 is allowed to consume alcoholic beverages**

**Violation of this policy will result in forfeit of your security deposit**

**15. Damages**

Any damages that incur to the Gallery that are a direct result of your rental party will be deducted from the security deposit. If the damages amount is greater than the security deposit, the applicant will be responsible for all costs to repair the Gallery to its original condition.

**16. Amendments**

The Gallery rental agreement may be amended in writing by the Executive Director to fit the particular needs of the rental party and/or staff. Since we are a private event space, **selling of tickets is not allowed on the premises, for a public event.** **Violation of this policy will result in forfeit of your security deposit**

## 17. Security

The renting party **must** provide approved **KCPD Off-Duty Officers** for their event. Officers may be requested by contacting the Kansas City Missouri Police Department at **816-234-5388** or **offduty@kcpd.org**. Contracted off-duty officer rates vary from \$38-\$53/hr. Minimum of three (3) hours of service. 72-hour cancellation notice required. **All Events must have security. NO EXCEPTIONS!**

*ArtsTech must have written documentation that adequate and approved security has been obtained seven (7) days before the event.*

## 18. Parking

ArtsTech has adjacent parking in the lot south of the building (16<sup>th</sup> & Holmes St.), which has 40+ spaces and plenty of off-street parking. **ArtsTech is NOT responsible for items stolen from your vehicle, damage to or theft of your vehicle.**

## 19. Air-Conditioning/Heating (mainly in reference to June-July-August)

Currently there is **NO** direct air-conditioning in the Gallery. There are two industrial fans that are used to cool the space if necessary. A mounted heating unit is available to provide heat during the winter months. You may rent cooling units from an outside vendor for your event.

ArtsTech is not responsible for climate changes inside or outside the building. ArtsTech will make your guests as comfortable as possible, but the final decision is yours in determining if the building will be too hot or too cold for your event.

Please contact us immediately if you have any questions or concerns regarding the revised policy.

Stay Safe, Stay Healthy , Enjoy Life!

ArtsTech KC

<https://www.artstech-kc.org>

(816) 461-0201

**Application Form**

Application (Today's) Date: \_\_\_\_\_

**Applicant Information**

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Applicant Email: \_\_\_\_\_

Applicant Phone (Day): \_\_\_\_\_ (Evening): \_\_\_\_\_

Drivers Lic/ID: (State): \_\_\_\_\_ (Number): \_\_\_\_\_

Name of Organization Representing: \_\_\_\_\_

Address of Organization: \_\_\_\_\_

Additional Contact/Co-Applicant: (Name): \_\_\_\_\_

**Date of Reservation (Event Date):** \_\_\_\_\_

**This Event is on what** Day(s) of the Week (Please Circle)

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

**Nature of Program/Event:** \_\_\_\_\_

- **All events must follow ArtsTech Gallery Guidelines** (as stated in this document)

Set-up Time: \_\_\_\_\_ Event Time: \_\_\_\_\_ Clean-up Complete: \_\_\_\_\_

Total Number Expected: \_\_\_\_\_ Public or Private Event: \_\_\_\_\_

Door tickets will NOT be sold \_\_\_\_\_ (please acknowledge)

Food will NOT be sold \_\_\_\_\_ (please acknowledge)

Do you have an Event Coordinator: (Y/N)? Name/Phone: \_\_\_\_\_

Will Alcoholic Beverages be served? Yes \_\_\_\_\_ (acknowledge KCPD will be hired and on site) No \_\_\_\_\_

*\*Private Events Only\**

**I have read and completed this application and agree to the attached Gallery rental policies/guidelines.**

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

THE FOLLOWING TO BE COMPLETED BY ARTSTECH:

RENTAL FEES	AMOUNT RECEIVED	PAYMENT TYPE	DATE PAID	STAFF
\$950.00 - Gallery Rental				
\$250.00 - Security Deposit (refundable)				
Additional Services (\$)				
Notes:				

**Staff (Print and Sign and Date)**

\_\_\_\_\_  
\_\_\_\_\_