

HCOA Facility Use Application

Applicant Name: _____ HCOA Member? Y / N
 Phone: _____ Cell: _____ Email _____
 Co-Applicant: _____ HCOA Member? Y / N
 Phone: _____ Cell: _____ Email _____
 Organization: _____
 Address: _____

For Event: Date: ____/____/____ Start Time: _____ End Time: _____
 Approximate # of Attendants: _____
 Event description and space requirement:

For Weekly/Monthly Reservations:
 Day of Week: _____ Start Time: _____ End Time: _____
 Start Date: ____/____/____ End Date: ____/____/____
 Notes: _____

Homer Council on the Arts Facility Use Conditions

- If you are *not* using our sound and/or lighting, you will need at least one HCOA volunteer or designated responsible member for insurance purposes.
- Organizations renting the facility must provide a certificate of insurance listing HCOA as additionally insured.
- If desired, the user is responsible for providing refreshments at receptions. Alcohol use is subject to the Alcohol Beverage Control Board rules and regulations.
- The user acknowledges that HCOA is a multi-use facility and other events may take place in the building.
- HCOA parking is only available on the east side and behind the HCOA building.
- Please make it clear on publicity that event is located at HCOA but not an HCOA event. HCOA must approve fliers.
- HCOA reserves the right to cancel a facilities reservation if necessary.
- The HCOA building is a smoke-free, drug-free, and dog-free facility.

Waiver: I hereby agree not to hold the Homer Council on the Arts responsible for any injuries or damages that might occur during the use of the HCOA facility. I furthermore agree to use the facility only during the time and for the purpose stated in the facility use application and will leave the facility in the condition I found it. I agree to take the responsibility to lock all entrances and return the key to the assigned location.

Date: ____/____/____ Signature: _____

Rental Fees (general/member; 2 hour minimum):

Gallery: \$ 30 / \$25 per hour
 Daily rate: \$175 / \$140
 Basement Classroom: \$30 / \$25 per hour
 Daily rate: \$175 / \$140
 Gallery and Basement Combo: \$60 / \$50 per hour
 Daily rate: \$300 / \$250

 Sound Equipment & Engineer: \$20 / \$15 per hour
 Volunteer Time: \$5/hr
 Projector and Screen: \$15

Rental fee subtotal: \$ _____
 Tax/fees: \$ _____
 Total due: \$ _____
 Key? Y or N Deposit: \$ _____
 Total paid: \$ _____
 Cash ___ Check# ___ Online ___
 Date Paid: _____
 Received by (HCOA): _____