



Letter of Agreement (LOA)

THIS Letter of Agreement, confirms the agreement between **The Ark (Artists & Friends Inc.)** and _____
The undersigned representatives agree and confirm as follows:

Renter/Instructor will:

- Pay Monthly (The last business day of the preceding month) usage of _____ (Ark Space):
 - Rate/s based upon current fee schedule for designated space _____
 - This agreement is for Date(s) _____ Hrs. _____ Monthly/Event
 - Event deposit 50% (due two weeks before event) _____
- If desired, post flyers to Ark bulletin boards.
- Report Monthly attendance with payment (Envelopes to be left in black lock box outside of office)
- Leave space clean, remove garbage and recycling, sweep - If last in building, turn off all lights, lock doors
- Report to administrator if space is dirty upon arrival.
- Assume liability for any claims due to accident or injury occurring in the program scheduled at The ARK
- ANY Ark equipment, wall hangings or supplies, which are moved by the renter MUST be replaced to its place of origin.
- Shared Storage areas used cooperatively and respectfully
- Rent is non-refundable in the event of class or event cancellation.

The ARK will:

- Post program information to The ARK Calendar
- Have the option to send a representative of the Board or staff member to attend/observe this activity.
- Provide door code once signed agreement and payment is received.
- Provide Emergency Contact
- Provide basic building maintenance/cleaning

Event Title or Group/Class Name: _____

REPRESENTATIVE:

ARK CENTER FOR THE ARTS REPRESENTATIVE:

Print NAME: _____

Print NAME: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Phone: _____

Phone: _____