



OXFORD COMMUNITY ARTS CENTER

BOARD POLICY STATEMENT

POLICY: GENERAL USAGE POLICY

DATE ADOPTED:

FACILITY RULES

All individuals and organizations using the OCAC facilities are expected to abide by the rules and regulations set forth in these Usage Policies and to take pride in and assume responsibility for the appearance and condition of the Center.

- The Center reserves the right to grant or refuse building use or rental to anyone or to terminate rentals at their discretion.
- An OCAC staff person (event host) will be on the premises during all rental or public events.
- The Center is a smoke-free facility. NO SMOKING anywhere in the facility.
- No guns or firearms of any kind are allowed in the facility.
- The Executive Director is authorized to restrict elevator access to the first and second floors.
- Stairwells will be locked down to restrict access to the first and second floors from the stairs.
- Children under 12 must be accompanied by an adult when using the elevator.
- When the elevator is used for moving large pieces, the elevator pads must be used.
- The ground floor restrooms will be locked after hours. An artist or other occupant requiring access to those restrooms will be provided with a key.
- No animals are allowed in the building except service animals.

COMMUNITY PARTNERS

- The following groups are designated OCAC community partners:
 - Artists Collaborative
 - Daughters of the American Revolution (DAR)
 - Des Fleurs Garden Club
 - Lane Public Library
 - Oxford Community Theater (OxACT)
 - Oxford International Film Festival/Miami Film Association
- Groups and organizations designated as OCAC partners shall have use of the facility according to separate and specific agreements

COMMUNITY GROUPS

- Community groups (charitable and/or nonprofit organizations) may use the facilities for single, non-recurring public events for a cleaning and maintenance fee, provided that an OCAC host is available. The fee is non-refundable and must be paid at the time of the reservation.
 - \$150 Ballroom
 - \$100 North Parlor and South Parlor
- Community groups may meet at OCAC at no charge, providing:
 - The meeting is NOT open to the general public;
 - The group is not generating money or charging a fee for the meeting;
 - The meeting is held during regular business hours;

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COMMUNITY GROUPS

(continued)

- The meeting does not create maintenance and/or cleaning issues, and the room is left as it was found;
- One member of the group takes responsibility for the meeting

- Groups or individuals holding classes at OCAC will be charged a percentage of class fees/tuition generated, in lieu of rent.
- The OCAC Executive Director is authorized to forgive rental fees for community groups in exchange for in-kind contributions, for example, furnishing volunteer hours and/or labor.

GENERAL PUBLIC

- Members of the general public will be charged rental fees for the facility according to the following schedule:

Ballroom: M-Fri: Daytime: \$550

Evenings & Weekends: \$1000

Ballroom rental includes the South Parlor and catering kitchen

South Parlor: Weekdays: \$125 Day

Evenings & Weekends: \$225

North Parlor: Weekdays: \$225 Day

Evenings & Weekends: \$375

Theatre M- Fri: \$200 Day

Evenings & Weekends: \$350

Rehearsal Hall: Weekdays: \$225 Day

Evenings & Weekends: \$375

- All events must end at midnight, and the building closed by 12:30 am. For any event exceeding these deadlines, the renter will be assessed \$200 for each additional hour or part thereof, payable at the time incurred.

USER LIABILITY

- All users are responsible for the personal conduct, safety and welfare of its volunteers, representatives, employees, contractors and guests while on the premises.
- The user agrees to be fully responsible for all damages, costs and expenses associated with their use of the Arts Center facility. This includes, but is not limited to: rental fees, careless misuse, unreasonable conduct, theft or vandalism. In addition, renters are responsible for all damages, costs and expenses for the unauthorized use of patented or copyrighted materials, including but not limited to licensing agencies such as ASCAP, BMI, SESAC, etc.

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FACILITY USE

- Users are permitted only in areas specified in their contracts
- Nothing may be attached to fixtures, light fixtures. Nor may user change, alter or make additions to the Arts Center walls, floors or ceilings.
- Use of tape, nails, screws, push-pins or other fasteners on walls is prohibited.
- Candles may only be used in the ballroom and North and South Parlors. They may never be used in the restrooms.
- No open flames. Candles must be enclosed in a glass container of some type.
- NO CONFETTI, RICE, GLITTER, PUNCH-OUTS etc.
- All personal items must be removed by the end of the rental/use period.
- Set construction and painting may only be done in areas approved by the Director.
- The facility must be kept clean and free of trash and hazardous materials at all times. Any area not left in good order and repair will be cleaned and repaired by the Arts Center as necessary and the renter/user or organization will be responsible for any and all costs.
- Building staff will have full access to all rented areas through the rental period.
- Highly flammable, explosive or toxic materials may not be used on Arts Center premises.
- There is a minimum fee of \$250 if the above policies are violated.

BALLROOM & THEATRE RENTAL

- Use or rental of the theatre may require supervision by OCAC personnel.
- The Director must approve the erection or operation of any equipment requiring electricity or power sources and the installation, if any, of electrical wires, cords or equipment.
- Users /Lessees are responsible for providing labor for load-ins, set-up, rehearsals, performances and tear-down.

MUSICAL INSTRUMENTS

- A Center owned piano is available for an additional fee. This includes one tuning, if needed, by a Center authorized technician.
- The piano must remain covered when not in use and cannot be removed from its location.
- Nothing is allowed on top of the piano, even while covered. This includes food, beverages, decorations, candles, flowers, photographs or signs.

PARKING

- A small parking lot behind the Arts Center is available for patron use. On street parking surrounds the Arts Center. All Oxford city parking laws and regulations will be enforced.

OXFORD COMMUNITY ARTS CENTER GENERAL USAGE POLICY

ALCOHOLIC BEVERAGE POLICY

- OCAC does not hold a liquor license for the sale of alcoholic beverages.
- A temporary liquor license is necessary for the serving of alcoholic beverages if an organization intends to provide beer, wine and/or spirituous liquor at a public or private function for which an admission fee (ticket, donation, entrance fee, cover charge, etc.) is charged, and/or guests are being charged for alcoholic beverages (cash bar.)
- Student organizations holding events at the Arts Center where alcohol is being consumed are REQUIRED to use a licensed Bar Service provider. The bar service must provide OCAC with a letter stating that they are legally licensed and insured, will staff the bar at all times during the function and that they will be entirely responsible for maintaining lawful controlled use of alcoholic beverages. This letter must be received no later than ONE WEEK PRIOR TO THE EVENT.
- Any temporary liquor permit issued to a non-profit organization by the State of Ohio must first be submitted to OCAC for verification prior to the selling of alcoholic beverages at any function. All permits issued must be posted in a conspicuous place at the function. OCAC reserves the right to monitor all functions.
- Violation of liquor laws will result in termination of the function and may result in criminal charges. The Renter is responsible for all charges in the event of the termination of a function.

In order to apply for a temporary liquor permit, or to obtain additional information, Renters should contact:

Ohio Department of Commerce
Division of Liquor Control
606 Tussing Road
Reynoldsburg, OH 43068
614 644-2431
<http://www.liquorcontrol.ohio.gov/>

The serving of alcohol is taken seriously at the Oxford Community Arts Center. The administration will make every effort to accommodate user needs while observing the laws of the State of Ohio.

Modified: May 14, 2008