



YSAC WHEELING GAUNT MULTI-ARTS ROOM

Rental Agreement

This MEMORANDUM OF UNDERSTANDING dated _____ is made and entered into by the Yellow Springs Arts Council, hereinafter known as the "YSAC", and _____ (representative) on behalf of _____ (individual/organization), hereinafter known as "Renter".

1. AGREEMENT TERMS

Rental Date(s) & Time(s) _____

Purpose of Use _____

Description of Activity _____

Renter also plans to use the _____ kitchenette _____ gallery _____ patio

_____ Renter must also provide a \$30 refundable deposit, which will be returned in full if the space is left in the same or better condition than it was found. Renter will provide this separately in cash or a check payable to the Yellow Springs Arts Council. This deposit will be deposited only if the conditions are not met. Deposit will be returned within two weeks of the end of the Rental Period.

Rental Fees are being charged by the

_____ Hour(s) at a rate of \$ _____ per hour for a total of \$ _____, which is due along with this signed contract. Payment can be made by cash, check payable to the Yellow Springs Arts Council, or credit card.

_____ Student/attendee at a rate of \$ _____ per student/attendee. Payment can be made by cash or check payable to Yellow Springs Arts Council. Renter will leave this payment in an envelope on the counter in the kitchenette before leaving after the rental session.

_____ Other terms as follows: _____

TOTAL DUE WITH SIGNED CONTRACT \$ _____

2. SPACE DESCRIPTION

The YSAC and the Renter understand that the "Wheeling Gaunt Multi-Purpose Room" (a 750 sq. ft. multi-purpose room with handicap ramp & single occupancy restroom located at 111 Corry Street, Yellow Springs, OH 45387) is reserved for the Renter to occupy for the purpose and activity stated above. During Renter's occupancy, the room will not be used by the YSAC for any other purposes unless agreed upon in writing in advance. Renter and their guests/students/attendees may pass through the Patio and Gallery, but these spaces cannot otherwise be used if agreed upon in writing in advance by a YSAC Team Member.

3. PAYMENT OF RENTAL FEES

The YSAC and the Renter agree that Rental Rates will be collected as indicated in Section 1: Agreement Terms.

4. RESPONSIBILITIES

Return this form promptly to ysartscouncil@gmail.com or YSAC, P.O. Box 459, Yellow Springs, Ohio 45387

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The YSAC provides a single occupancy restroom, utility area with sink, kitchenette with mini-fridge & lighting, heating and cooling, tables and seating for approximately 50 people, and a convenient downtown Yellow Springs location. Prior to occupancy, the YSAC Team will ensure that the Wheeling Gaunt Multi-Purpose Room is clean and organized. A YSAC Team Member will be available for the first half hour of the rental. There is a charge for the time a Renter needs for set up and tear down.

Renter provides their own volunteers to set up and tear down, including re-arranging furniture. Renter agrees to tell the YSAC their arrival time at least two days in advance. Renter agrees to leave the entire facility in the same or better condition than at arrival, including returning furniture to their original locations. Renter agrees to lock the front door behind them at the end of the Rental Period.

5. FACILITY/FURNISHINGS

For complete details on available amenities, review our brochure or visit www.ysartscouncil.org/gallery/facility-rental-2/ Furnishings, including tables & chairs, are not to be removed at any time.

6. ACCESS AND SIGNAGE

The YSAC will provide access code to the Thumb Lock on the front door for the Wheeling Gaunt Multi-Purpose Room. The Renter may post temporary signage. Renter may use the thumb lock on the front door to lock up behind them at the end of the Rental Period.

7. ARTWORK ON EXHIBIT

Artwork on display is not to be touched, adjusted or moved in any way. *The Renter is liable to the exhibiting artist(s) for the replacement value of any artwork damaged, missing or stolen during the Renter's rental period.*

8. HOUSEKEEPING

The YSAC requires all Renters using the Wheeling Gaunt Multi-Purpose Room to follow these housekeeping requests:

- (a) Renter agrees to leave the YSAC Gallery & Wheeling Gaunt Multi-Purpose Room in the same or better condition than at arrival. A cleaning checklist is posted in the kitchenette.
- (b) Renter is responsible for collecting and removing trash (dumpsters located outside the building).
- (c) The YSAC provides a bathroom. If bathroom supplies or attention is needed, please leave a message with the coordinator at 937-532-4500. Donations of supplies are accepted, but not required.

Renter

YSAC Team Member

Printed Name

Printed Name

Signature

Signature

Contact Name/Phone, day of event

Contact Name/Phone, day of event

Date _____

Date _____

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