



# FACILITY USE AGREEMENT

[Recital or Meeting semi-private hourly contract]

Event Date: \_\_\_\_\_ Event Title: \_\_\_\_\_

Event Type:  Recital/Performance  Lecture  Business Meeting

Contract Start Time: \_\_\_\_\_ Contract End Time: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Rentee Name: \_\_\_\_\_

Address: (include apartment or building number if applicable) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Home Phone Cell Phone Email (SMA does not rent or exchange email addresses)

\_\_\_\_\_  
Secondary Contact Name Cell Phone

By signing this contract, I understand and agree that myself and all guests, volunteers, and vendors involved with this event will abide by the parameters of this contract and the *Facility Use Information & Policies*. My deposit payment is enclosed.

\_\_\_\_\_  
Signature Date

For office use only **AREA(S):**  Grand Gallery  Atrium  Stewart Sculpture Garden  East Gallery  
 Swanson Gallery  Underground Gallery  Food Staging Area

### Class II (Springville Resident/Business Discount)

- \$300 deposit/gallery, # of galleries \_\_\_\_\_ x \$300 = \$ \_\_\_\_\_
- \$90 for initial 1.5 hours per gallery, # of galleries \_\_\_\_\_ x \$90 = \$ \_\_\_\_\_
- \$60 for additional hour(s) per gallery, # of hours \_\_\_\_\_ # of galleries \_\_\_\_\_ = \$ \_\_\_\_\_
- \$50 Food fee per gallery, # of galleries \_\_\_\_\_ x \$0= \$ \_\_\_\_\_

### Class III

- \$300 deposit/gallery, # of galleries \_\_\_\_\_ x \$300 = \$ \_\_\_\_\_
- \$120 for initial 1.5 hours per gallery, # of galleries \_\_\_\_\_ x \$120 = \$ \_\_\_\_\_
- \$75 for additional hour(s) per gallery, # of hours \_\_\_\_\_ # of galleries \_\_\_\_\_ = \$ \_\_\_\_\_
- \$50 Food fee per gallery, # of galleries \_\_\_\_\_ x \$20= \$ \_\_\_\_\_

### Additional Fees and Penalties:

- \$60 Specialty set-up or mid-event set-up change \_\_\_\_\_ set-ups ( \_\_\_\_\_ galleries) x \$60=\$ \_\_\_\_\_
- \$40 Use of upright or grand piano [select locations] \$ \_\_\_\_\_
- \$75 Specialty Audio/Visual use \$ \_\_\_\_\_
- \$100 Late removal of equipment and/or décor \$ \_\_\_\_\_
- \$200/hr. Time outside of contracted usage \_\_\_\_\_ hours = \$ \_\_\_\_\_
- \$40 Photography Fee \$ \_\_\_\_\_

**Total Fees: \$** \_\_\_\_\_  
(tax included)

### Deposit ( completed contract on file)

Date paid \_\_\_\_\_  
Amount paid \$ \_\_\_\_\_  
Receipt: \_\_\_\_\_  
 cc  cash  ck. # \_\_\_\_\_  
CC type: \_\_\_\_\_  
& last 4 digits: \_\_\_\_\_

### Facility Use Fee

Date due \_\_\_\_\_  
Date paid \_\_\_\_\_  
Amount \$ \_\_\_\_\_  
Receipt: \_\_\_\_\_

### Facility Use Map(s)

Date due \_\_\_\_\_  
Date approved \_\_\_\_\_

### Refund

Date paid \_\_\_\_\_  
Amount \$ \_\_\_\_\_  
Approved by \_\_\_\_\_  
Receipt: \_\_\_\_\_  
CC type: \_\_\_\_\_  
& last 4 digits: \_\_\_\_\_