



Community Movement and Learning Center of Asheville

Rental Contract

2013

Class Name: _____

Class Description: (as you would like it published on our calendar):

Instructor's Name: _____ Add to Calendar? Yes No

Your email: _____

Your address: _____

_____ Your phone: _____

Best way for us to contact you: _____

Best way for class participants or interested parties to contact you: _____

Would you like us to add info on how to contact you to your class information? Yes No

Class Details:

Day(s) of week: _____

Class Time: _____

Classes begin on ___/___/___ and are scheduled to end on ___/___/___ unknown

** If you are not sure how many weeks you will need the space, check "unknown." Note that, according to our agreement on the reverse side, ongoing classes require 2 weeks notice for cancellation. Classes cancelled without notice will be charged.

RATES:	Owners of the Co-op:	RATES:
	<input type="checkbox"/> before 5pm \$10 / HR <input type="checkbox"/> after 5pm \$20 / HR	
	Members of the Community:	
	<input type="checkbox"/> before 5pm \$20 / HR <input type="checkbox"/> after 5pm \$40 / HR	

** Ownership of the Co-op is up to you! Anyone can become an owner, visit the storefront for details. Rates are \$25 per year

Special notes and arrangements:

I have read the back of this document and agreed to the terms outlined therein. I will abide by the terms of this contract.

Contact Signature: _____ FBFC: _____

Date: _____

Date: _____

Movement and Learning Center Rental Agreement Terms and Information

You must remain current in your rent payments. The M&L Center Coordinator will provide a "Paid-In Authorization Form" to accompany your payment at an FBFC store register. Payments may be left in the locked box in the foyer. It is best, if paying with cash, to pay at the register downstairs. Alternative arrangements must be approved by the M&L Center Coordinator.

- Once a rental contract has been completed, you should provide at least two weeks notice of a class/event cancellation. You are entitled to a full refund of prepaid rent if a cancellation notice is received by the M&L Center Coordinator at least two weeks prior to your scheduled class/event. You are responsible for half of the amount of rent due for your scheduled class/event if you fail to provide at least two weeks notice of a cancellation.
- If you must alter your scheduled reservation of the space, you should contact the M&L Center Coordinator as soon as possible to inquire about rescheduling options. There will be no use of the MLC contrary to what is stated in your contract.
- The doorway leading up the stairs to the M&L Center has a combination key box, containing the keys to the stairwell door and the M&L Center door. Upon completion of a rental contract, you will receive the combination code. You must agree to not distribute the combination code to anyone not named in your rental contract, unless an alternative arrangement is authorized by the M&L Center Coordinator. FBFC will change the combination code on a regular basis. Duplication of the door keys is prohibited.
- You are responsible for the promotion of your class or event. FBFC provides a Community Bulletin Board and an M&L Center Events Bulletin Board for the posting of any promotional materials that you submit.
- FBFC will offer a limited supply of furniture and classroom amenities. Contact the M&L Center Coordinator to determine availability of such items.
- Maximum allowed occupancy in the M&L Center space is 40 persons. Your class size may not exceed these fire department regulations (posted in space).
- You are responsible for maintaining cleanliness in the M&L Center room, foyer, and storage areas. Trash and recycling receptacles are available. Cleaning supplies are provided for your use and are stored in a clearly marked area. Contact the M&L Center Coordinator if the facilities are unsatisfactory upon your arrival.
- Chairs, tables, furniture, and all items contained within the space must be returned to the positions in which you found them upon your arrival.
- Food and beverages are prohibited in the M&L Center room. Alternative arrangements must be approved by the M&L Center Coordinator.
- It is requested that you and your class participants remove your shoes upon entry to the M&L Center room, in order to help preserve the integrity of the room's flooring. This request is especially relevant with any movement or high physical activity type classes.
- Burning of any flammable or smoke-producing material is strictly prohibited. (This includes candles, incense, and sage.)
- Smoking, alcohol consumption, and illegal drug use is strictly prohibited.
- No animals are allowed in any of the M&L Center areas.
- Parking for vehicles of M&L Center instructors and class participants is limited to the FBFC gravel lot, the Build it Naturally lot, and the Hilliard lot. Neither you, nor your participants, may park in the FBFC paved lot adjacent to the store entrance.
- Noise is to be kept to a reasonable level, considerate of our workers, shoppers, and neighbors.
- You are liable for the payment of any fines incurred by your use of the space (such as noise ordinance fines.)
- FBFC reserves the right to hold the rental contract signee accountable for all damage incurred in any M&L Center area, or of their contents, or of any FBFC property during his/her scheduled reserved time. Contact the M&L Center Coordinator if you notice damage of any such physical structure upon your arrival.
- FBFC reserves the right to displace a scheduled class on its behalf. You are expected to yield the space in such an instance. FBFC will make every attempt to make any changes in M&L Center availability known as quickly as possible, and will consider one month notice as the usual standard for amendments. In such case, prepaid rent will be fully refunded within two weeks time.
- FBFC reserves the right to cancel your rental contract at any time, with just cause. Failure to comply with any of the items outlined in this document may result in immediate termination of your rental contract.
- You agree to assume liability for yourself and your class/event students and participants.

I agree to everything on the front and back of this document:

Dated: _____

Current Combination Code: _____