



Newport Visual Arts Center Rental Policies: Read Carefully

See separate COVID-19 guidelines for additional information.

The Newport Visual Arts Center (VAC) is owned by the City of Newport ("City") and managed by the Oregon Coast Council for the Arts (OCCA). These policies are designed to ensure safe usage and to protect the building. OCCA retains sole authority over cleaning deposits, additional fees and rental privileges.

ACCESS: Rental of VAC provides access to the designated rental room and second-floor restrooms. Access to other rooms, or use of common spaces as gathering areas, is not permitted. Renters and their guests should enter the building through the second- or third-story entrances. Access through the first-floor entrance is prohibited when the building is closed to the public. The exterior door that provides access to your rental room may remain unlocked during your rental period; all other doors must remain locked. Prior to your event, inform your guests on where to enter the building. VAC rental rooms can be rented and accessed from 8am to 10pm. Renters looking to use rooms outside of VAC staff hours (8am-5pm, Monday-Saturday), may need to pay a separate building manager fee of \$25 per hour.

TABLES/CHAIRS/EQUIPMENT: Rental of Room 205 (2W) includes use of 11 7'x3' tables, and 4 6'x3' tables and up to 40 chairs. Rental of Room 302 (3W) includes use of 4 5'x2.5' tables and 14 chairs. Extra chairs are not available, and chairs cannot be moved from other rooms in the building. Renters are responsible to returning tables to their original position and returning chairs to their carts. Do not draw on or deface tables and chairs. Do not stand on chairs. Do not put hot items atop the tables.

SIGNED FORMS: Renters must sign a rental application form and a libel waiver form.

PAYMENT PRIOR TO EVENTS: Rentals are not considered confirmed until payment and deposit are made.

CHECK-OUT LIST: See attached check-out list. Check out list is also posted in rental rooms.

KITCHEN USE: Unless the kitchen usage fee has been paid, kitchen use is limited to counter space, available appliances, plateware, cookware, silverware and other supplies can be used. If using the dishwasher, leave enough time to empty the dishwasher before leaving (full cycle is two hours).

CLEANING EQUIPMENT: Mops, brooms and other equipment are in the Janitor's Room located on the second-floor hallway. Mop and sweep as needed.

ROOM CAPACITY: Renters are responsible for not exceeding room capacity, so as to provide for the safety of all users and to meet fire codes. The total capacity for Room 205 is 75 persons; capacity for 302 is 20 persons. During COVID-19, capacity for Room 205 will be limited to 22 persons and capacity for Room 302 is limited to 6 persons.

HEATING/THERMOSTAT: Room 205 is heated by a ductless system. The system works best when exterior doors are closed. Renters are not allowed to adjust the thermostat.

SMOKE/FIRE ALARM: In the case of a smoke or fire alarm being activated, renters must exit the building immediately through the nearest exit and await confirmation that the building is safe before re-entering.

EMERGENCIES: In the case of immediate physical harm, medical emergency or fire, call 911. In the case of other emergencies, call the Newport Police non-emergency line at 541-265-4231.

FIRE EXTINGUISHERS/FIRST-AID KITS/DEFIBRILLATOR: Fire extinguishers are visible in Room 205 and Room 302. First-aid kits are located in both rooms or in adjacent kitchen area. In case of a heart attack, a defibrillator is located in the second-floor hallway (west end). Follow directions for use of extinguishers (written) and defibrillator (audio).

INCIDENT AND ACCIDENT REPORTS: In the case of an incident or accident, contact an OCCA VAC staff person. In case of building equipment malfunction, see the VAC phone contact list.

FIRE EXITS: Do not block any fire exits (doors with exit signs above them).

DECORATIONS, WALLS, AND WINDOWS: Free-standing decorations are preferred. Do not affix anything to

ceiling, windows or lights. Only blue painter's tape may be used to affix items to doors, walls or columns. No pushpins. No temporary paint or chalk. **Candles and open flames are prohibited.**

SMOKING: Smoking and vaping are prohibited inside rooms and within 10 feet of doors/windows.

TRASH/RECYCLING: All trash and recycling must be removed from the building by the renter.

NOISE: Renters are responsible for following City noise ordinances.

WEAPONS & CONTROLLED SUBSTANCES: Weapons and controlled substances are prohibited.

ALCOHOL: Alcohol must be served responsibly in accordance with the Laws, Rules Regulations of the State of Oregon Liquor Control Commission. Alcoholic beverages may not be sold without proper permits. Alcoholic beverages cannot be served to any person who is under the age of 21. Alcoholic beverages cannot be served to any person who is visibly intoxicated.

MINORS: Renters must be 18 years of age or older. Activities for minors, age 17 and under, must be supervised by adults. Do not leave children unattended. Do not allow children or others to play in raised outdoor landscaping.

DISRUPTIVE USES: Users of the rental rooms may be asked to leave if use is deemed disruptive or in any way contrary to these OCCA rental policies. OCCA staff may enter and remain in a meeting room during a scheduled event.

PROPERTY OF OTHERS OUTSIDE ENTRY AREAS: The OCCA cannot guarantee that items will not be left outside entry areas by the general public. If property is a hazard or nuisance, call the City of Newport Police department's non-emergency phone number. See "emergencies" section above for phone number.

SCHEDULING, CANCELLATIONS AND REFUNDS: Rooms will be scheduled on a first-come, first-served basis. Reservations may be made up to a maximum of twelve (12) months prior to the desired date and are preferred at least 24 hours prior to rental. The date is reserved when application and payment are received. Full refunds will be granted two calendar weeks before rental date; 50% refund will be granted 72 hours before rental date; and no refunds will be granted without 72-hour notice. Refunds will not be made for events not utilizing the full rental time period.

Signature _____ Printed Name _____

**FAILURE TO FOLLOW GUIDELINES AND CHECK-OUT LIST COULD LEAD
TO FORFEITURE OF ROOM DEPOSIT.**

If you have special needs or questions, contact Sara Siggelkow, 541-574-3364, ssiggelkow@coastarts.org.