

# Civic Private Space Use Agreement

## About

The Civic Standard is located at 39 South Main Street, Hardwick, Vermont. We operate as a 501(c)(3) nonprofit organization. Rentable space includes the ground floor with the kitchen available for use at an additional rate.

## Approval

The space is available on a first come, first served basis and will be approved based on the Space Use Form and the organization's capacity.

## Capacity

No more than 70 people may occupy the space at one time.

## Space

First Floor: Includes event space, living room, chairs and tables, 2 serving stations, and sinks

Second Floor: Includes cafe space, kitchen, and 2 bathrooms

## Building Management

### Rules

The following are prohibited while using the building:

- Smoking indoors
- Open flames
- Unsupervised minors
- Amplified music after 10PM
- Kitchen use (unless specified in Space Use Form)

### Clean Up

Please ensure that all tasks are completed before leaving:

- Wash and dry dishes
- Sweep/mop/vacuum floors
- Close the doors to the third floor and back staircase
- Turn heat to 52 degrees or turn A/C off
- Turn off all lights
- Lock the door

## **Cost**

To accommodate for additional staff time, effort, and utilities we ask for a monetary donation. We ask for \$100 for use of the space with an added \$50 for use of the kitchen to be paid before the time of the event.

If this cost is prohibitive to you, please contact us.

## **Cancellation Policy**

If you need to cancel your event, please contact us as soon as possible so we may adjust schedules accordingly.

By signing below, I agree to all rules and expectations listed above.

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**Signature**

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**Print Name**

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**Date**

Approved by:

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**The Civic Standard**

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**Date**