



## ArtSpace Rental: General Info

Exittheapple ArtSpace is a multi-purpose semi-public community-accessible artspace which is available for rent for meetings, rehearsals, film, photo, and video studio work, talks, and art events. We strive to keep our rental rates low by maintaining a DIY operating model, and strive to create an 'open source' artspace that allows artisans and creatives to develop audience, connect across disciplines, and serve their communities.

Payment of your rental deposit signifies your acceptance of these terms and conditions as detailed below, but the concepts can be summed up in the following simple sentences: please be a good neighbor, leave it how you found it, follow the law, and make great work.

What you plant will grow / Art for everyone!

## Rental Agreement / Terms & Conditions

The following building RULES AND REGULATIONS represent the Operating Guidelines between Exittheapple Art Space and Renters of the Exittheapple Art Space:

This agreement specifically pertains to the use of the Exittheapple Art Space at 2334 Guilford Ave, Baltimore, MD 21218. The Operating Guidelines will be updated periodically by the Exittheapple Art Space. Each Renter will be notified of these changes at least one week before each rental

### **Exittheapple Space Rental Rules & Fees:**

1. Deposit must be given to secure space before date may be reserved. Rental fee must be paid in full no later than 48 hours before rental date.
2. There is a refundable damage deposit/cleaning fee of \$50, which will be refunded once space is broken down and returned by renter to original state.
3. Art removal fee of \$75 must be given notice one week prior, for use of the walls of the Exittheapple art space. \*please request walls addendum for procedures for hanging art, or discuss your plans with Exittheapple staff during your walkthrough\*
4. Cancellation Fee of 25% applies for cancellations with less than 48 hours notice
5. Someone from rental party is required to visit space before rental to for security and procedures walk-through.
6. No unlawful activities: Any unlawful activity and you will be asked to leave immediately. At the risk of sounding heavy-handed, we simply can't allow anyone to use the Exittheapple facility or its network for any purpose that is unlawful, prohibited, or anything that would damage or harm our facilities, our reputation, or diminish the security of other artists' use of the facilities in any way.
7. No smoking within the facility.

# exittheapple

8. Firearms/weapons: Not allowed at any time. You will be asked to leave if you bring weapons to the facility.
9. No sexual harassment or hateful speech/actions on site. We strive to create an inclusive, safe space welcoming of all sexual orientations and gender identities.
10. No liability for theft or loss of personal property: Your personal property (cell phone, tablet, laptop, purse, food, etc.) is yours and is your sole responsibility. Exittheapple art space is not liable in any way for safeguarding your property.
11. Cleanliness of work space: Please keep where you work clean. This includes the bathroom.
12. Recycling: Please help us take care of the planet. Use recycling bins and follow recycling guidelines provided.
13. Candles, incense, and anything flammable are prohibited.
14. Light food/snacks are permitted but please note there is no prep kitchen on premises. Space is not appropriate for full meals.
15. Internet and Wi-Fi rules: Wi-Fi is provided for the use of all. If you engage in any illegal online activities, you will be asked to leave.
16. Trash must be placed in trash can and double bagged during cleanup. May be left, tied securely, near the trash can.
17. Back door is for emergency exits only. Renting party is responsible for making sure this door is not used during the event.

Please indicate below which and how much of the included/free furnishings/equipment you will be needing:

FREE EQUIPMENT (made available by request, setup is renter's responsibility)

\_\_\_\_\_ Tables (up to 10 folding tables available, mix of 2x4 and 3x6 feet)

\_\_\_\_\_ Chairs (up to 30 available)

\_\_\_\_\_ PA system w/mic

\_\_\_\_\_ Projector Screen

Please sign below to indicate your agreement to and acceptance of these terms

Renting Party \_\_\_\_\_

Date of Event \_\_\_\_\_

Contact info: Cell phone \_\_\_\_\_

Email \_\_\_\_\_

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