



**Building Use Agreement
Headwaters Music & Arts
519 Minnesota Ave NW
Bemidji MN 56601
218-444-5606**

I. General Information

- A. Priority shall be given to Headwaters Music and the Arts sponsored activities. All building activities are subject to the approval of the Executive Director and/or Headwaters Executive Board.
- B. Headwaters Music & Arts does not discriminate against groups or individuals on the basis of race, color, creed, sex, sexual preference, or national origin, However, Headwaters reserves the right to deny usage to its facility to any group or individual if the Executive Director and/or Headwaters Executive Board finds that an applicant's usage of the facility would be detrimental to Headwaters and/or its mission to "seek music, engage the arts, and build community."
- C. Any supplemental group offerings including pottery, art or music lessons require additional fees and are not included in this agreement.
- D. Headwaters will be held harmless for injuries or personal damages occurring on premises.

II. Building Use Expectations:

- A. Confine activities only to the approved areas of usage.
- B. Prevent damage to the equipment, structure and other property belonging to Headwaters
- C. Leave the building in clean condition. Clean up will include cleaning of any spills or soil to the floors or carpeting.
- D. Empty trash cans in areas of use and place filled bags in hallway behind recital hall.
- E. Return all chairs, tables and equipment to the locations where the user found them upon their arrival.
- F. Use no pyrotechnics, smoke bombs or hazardous materials and/or equipment.
- G. Turn off all lights and electrical equipment.
- H. If recital hall air conditioning was used, turn off before departure.
- I. Make sure water is off and toilets are not running in restrooms before departure.
- J. Secure the building doors and windows at the end of the usage period.
- K. Ensure no items are placed on the grand piano at any time, including food, drink, water, paper, or decorations.
- L. Report any damages to the facility and malfunctions of the equipment or fixtures to the Executive Director (218-444-5606) at the conclusion of the usage.
- M. Abide by all rules and regulations contained in the agreement (Rental and User) concerning usage of the facility.
- N. Ensure children are under the supervision of adults at all times.

III. **Responsibilities of Headwaters Music & Arts**

- A. A clean facility free of clutter.
- B. Prior arrangements for building access.
- C. A contact phone number should emergencies arise during event.
- D. The damage deposit will be returned (or check destroyed) following event

IV. **Building Use Fees** ___ **Recital Hall** ___ **Upper East Hall** ___ **Art Studio**

Business or for profit events

- ___ \$200 Full Day
- ___ \$150 Half Day
- ___ \$ 40 Hour

- ___ \$10 Hour Music Studio with piano
- ___ \$10 Hour Sound Equip. Rental
- ___ \$10 Hour Electric Keyboard Rental

Non-profit events

- ___ \$150 Full Day
- ___ \$100 Half Day
- ___ \$25 Hour

- ___ Special Arrangements
- ___ \$100 Building Rental Deposit
- ___ **Total due**
- ___ **Total enclosed**

Checks may be made out to Headwaters Music and Arts. If paying by debit or credit:

Name on Card	Date
Card Number	
3 digit security code	Office Use Only
Expiration Date	Approval Date: _____
Zip Code on Card	Approved By: _____
	Date Received: _____
	Payment Received: _____
	Confirmation Sent: _____

Name	Date	
Organization		
Event date/s	Start time	End time
Purpose of event		
Email	phone	
Address/City/State		
Signature		