ROOM RESERVATION FORM

Check out the online facilities calendar!
TippecanoeArts.org/Facility-Calendar

Date: _____

Name: _____

Member Organization (if applicable): _____

Phone Number: (_____) _____ E-mail: _____

Activity Type: *(check one)*

☐ Board/Business Meeting ☐ Workshop ☐ Rehearsal ☐ Auditions ☐ Other_____

Expected # of Attendees: _____ Will you be serving food? ☐ Yes ☐ No

Will you be charging an admission fee? ☐ Yes ☐ No Will you need access to the kitchen? ☐ Yes ☐ No

Date	Start/End Time	Room Requested*

Once completed, return to this form to TAF or send an email to: info@tippecanoearts.org

*We cannot guarantee any requests for rooms.

To check availability, visit the online facilities calendar listed at the top of this form.

Liability: The reserving member or member organization shall be liable for claims, damages, or losses arising from the use of the facilities. Each TAF member and each member of TAF member organizations shall release and hold harmless the Tippecanoe Arts Federation and all staff and members of its Board of Directors from such claims, damages, or losses. The member or organization will leave the room(s) used clean and in their original condition and may be charged $15/hour for cleaning with a 1 hour minimum. The member or organization must abide by the Tippecanoe Arts Federation Room Use Policy included with this form. As an Individual Artist Member or a representative of a Member Organization, I agree to be responsible for and pay for the repair of any damages incurred while these room(s) and accompanying equipment are checked out to myself or my organization. I understand that TAF will arrange for the repair and invoice me or my organization for the cost of repair.

_____ _____ _____
Signature Printed Name Date

Return to TAF or email to info@tippecanoearts.org. E-mailed forms do not require signature. Person e-mailing or signing form is responsible.

OFFICE USE ONLY

Approved By: _____ Date: _____ [ ] Added to Web Calendar [ ] QB

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Additional Room Uses

Fee	Date	Start/End Time	Room Requested*

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Signature _____ Printed Name _____ Date _____

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OFFICE USE ONLY

Approved By: _____ Date: _____ [ ] Added to Web Calendar [ ] QB

Tippecanoe Arts Federation Room Use Policy

1. **Members Eligible & Use of Wells Building:** Members in good standing (with no outstanding dues or fines) are eligible for 15 free uses of the downstairs meeting rooms in the Wells Community Cultural Center per membership year. It is recommended that each member track their own uses. Confirmation of the accuracy of a member's records can be made with the TAF office at any time. If more than one room is used, it will count as an additional use.

   Once all 15 allotted free uses (as described above) are depleted, a member may purchase additional uses at the rate of $10 per use. The Wells Reception Hall/Upstairs Main Lobby can be reserved and used for an additional fee. Please contact the TAF office for more information and prices.

2. **Charging Fee:** If a member plans to charge an admission fee for their meeting(s), they must pay a small fee for using the room. The fee for individual artist members is $25 per use. The fee for member organizations is $35 per use.

3. **Building Hours:** The downstairs meeting rooms are available to be reserved 24 hours a day, 7 days a week except for when the office is closed for holidays.

4. **Reservations Required:** Due to increasing demand for Wells Building by members, reservation forms must be submitted to secure use of space no later than two (2) weeks in advance of the desired date. Meetings may be scheduled one at a time or for an entire calendar year.

5. **Reserving Space:** Reservations are made on a first-come/first-served basis. We cannot guarantee space will be available if you have not submitted a reservation form at least two (2) weeks in advance.

6. **Prior Notice Needed for Access to Building:** Members must check out a key fob in order to access the building after business-office hours. Individual artist members and member organizations are entitled to one (1) key fob. Members can check out additional key fobs at the rate of $25 per fob.

7. **Cancellations:** Members must give 24 hours notice of cancellation of any room reservations. If notification is received within 24 hours of the reservation, the member will be charged the "free room usages" depending on their reservation. The second time the reservation is cancelled within the 24 hours, the member will be charged the monetary usage fee. The exception is cancellations due to weather. In this case, notification must be received to TAF within 48 hours of the cancellation due to weather. If notification is received more that 48 hours later, the usage will be charged to the member.

8. **Care for Wells Building and Consideration of Others:** The Wells building enjoys a high volume of use by members. So that all may enjoy the building, avoid misuse or abuse that might cause damage to the building, its furnishings, and loaned equipment, or cause frustration to other members.

   All food-related garbage must be bagged and disposed of in the outside dumpster.

   All members are responsible for their own set-up of tables and chairs. When a member is finished with a room, they must return the room to the condition in which they found it (return tables and chairs to original arrangement).

   Members shall be responsible for damages, cleaning charges, and lost or stolen TAF equipment. Please remember that meeting rooms cannot be locked and are used by many members. Therefore, TAF will not be held responsible for supplies and materials left in the building.

   Unless given written permission by TAF staff, all members are required to leave the external doors locked at all times. Doors may not be propped open or unlocked. If a member leaves the external doors unlocked or propped open without permission, they will be charged a $100 fine.

   Members shall also be responsible for ensuring the Wells Building is properly closed following meetings that are after business-office hours. In the case that doors are left unlocked or lights are left on, a $100 fine will be charged to members who do not properly secure the building.