



the arts
federation

Facilities Use Policy

The Wells Community Cultural Center, currently owned and operated by The Arts Federation (TAF) was initially constructed as the Albert A. Wells Memorial Library in 1926. When the building opened in 1927, it consisted of approximately 14,000 gross square feet. The Wells Memorial Library was purchased in 1994 by the Tippecanoe Arts Federation after serving Tippecanoe County as a library for 62 years.

The Well Community Cultural Center enjoys a high volume of use. So that all may enjoy the building, The Arts Federation is outlining policies below to avoid misuse or abuse that might cause damage to the building, its furnishings, and loaned equipment, or cause frustration to other community members.

I. Eligible Use of the Wells Community Cultural Center

a. TAF Member Organizations

Members in good standing (with no outstanding dues or fines) are eligible for 15 free uses of the downstairs meeting rooms per membership year. The downstairs meeting rooms are the Art Studio, Dance Studio, and Member Lounge.

If more than one room is used, it will count as an additional use. Once all 15 allotted free uses are depleted, a member may purchase additional uses at the rate of \$10 per use.

If an organization plans to charge an admission fee for their event, they must pay a \$35 fee for using the room.

Members wishing to use the Recording Studio, Wells Reception Hall, or Galleries must sign a Facilities Rental Agreement and pay a fee, unless special permission is granted by TAF.

b. TAF Individual Artist Members

Individual members who purchase a \$25 Facilities Use add-on to their membership dues are eligible for 15 free uses of the downstairs meeting rooms. The downstairs meeting rooms are the Art Studio, Dance Studio, and Member Lounge.

If more than one room is used, it will count as an additional use. Once all 15 allotted free uses are depleted, a member may purchase additional uses at the rate

of \$10 per use.

If an individual artist plans to charge an admission fee for their event, they must pay a \$25 fee for using the room.

Individual Members wishing to use the Recording Studio, Wells Reception Hall, or Galleries must sign a Facilities Rental Agreement and pay a fee, unless special permission is granted by TAF.

c. Non-members of TAF

Non-members may rent the areas of building for a fee and must also sign a Facilities Rental Agreement. A list of facilities pricing can be found on the TAF Facilities webpage. This process can be initiated by contacting TAF's Office Manager at (765) 423-2787 or info@theartsfederation.org.

II. 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.

III. Reservation Process

All facilities uses at TAF require a Facilities Reservation Form or Facilities Rental Contract.

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.

- a. TAF members should submit a Facilities Reservation Form or call TAF's Office Manager for assistance at least two weeks before their event. Meetings may be scheduled one at a time or for an entire calendar year.
- b. Nonmembers of TAF should contact TAF's Office Manager at (765) 423-2787 or info@theartsfederation.org for information about renting the facility.

IV. Cancellation Policy

- a. TAF Members must give 24 hours notice of cancellation of any room reservations.
 - i. If notification is received within 24 hours of the reservation, the member will be charged the "free room usages" depending on their reservation.

- ii. The second time the reservation is cancelled within less than 24 hours, the member will be charged the \$10 usage fee.
 - iii. Cancellations Due to Weather:
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 than 48 hours later, the usage will be charged to the member.
- b. As outlined in TAF's rental agreement, non-members forfeit all deposit fees for canceling less than 60 days before the leased date. Full rental fee plus a \$50.00 service fee will be owed with cancellation less than 30 days before the event. Weather emergencies will be considered for making exceptions to cancellation fees.

V. Building Access

- a. For the safety and security of our building and community, all members are required to leave the external doors locked at all times unless given written permission by TAF staff.

Doors may not be propped open or unlocked. If someone leaves the external doors unlocked or propped open without permission, they will be charged a \$100 fine.

- b. Facility users will need to check out a key fob in order to access the building outside of TAF's business hours, which are 9 am – 5 pm on Monday through Friday.
- c. Individual 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.
- d. There is a \$25 replacement fee issued for all lost or damaged key fobs.
- e. In special cases, physical keys or hex keys for unlocking external doors may be checked out to members of TAF for their events.

VI. Care for the Facility and Consideration of Others

- a. Members and lessees of the facility shall be responsible for damages, cleaning charges, and lost or stolen TAF equipment. All building users are responsible for ensuring the facility 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.
- b. TAF will not be held responsible for supplies and materials left in the building. Please remember that meeting rooms will not be locked (unless granted written permission by TAF staff) and are used by many different groups.
- c. You should return the room to the condition in which you found it. Please return tables and chairs to original arrangement. All facilities users are expected to adhere to and complete the following *Closing Checklist*:
 - i. Make sure all external doors are completely shut and locked. (*The decorative Bronze doors on the North Street Entrance should stay open.*)
 - ii. If applicable, leave the hex key or any other keys on the front desk.
 - iii. Sweep floors and wipe off tables when necessary. (A minimum \$25 fee for excessive clean up may be charged for lessees who leave messes behind.)
 - iv. Place all used linens in a trash bag and leave in kitchen.
 - v. All food-related garbage must be bagged and disposed of in the outside dumpster. Empty trash and recycling bins by taking trash to TAF's dumpster in parking lot. You may leave recycling downstairs by the kitchen. Replace trash bags. (Spare bags are found under the kitchen sink.)
 - vi. Turn off borrowed equipment, and, when necessary, leave any borrowed materials at front desk.
 - vii. Turn off the PA speaker. Unplug it from the wall.
 - viii. Make sure any lights not controlled by a occupancy sensor have been turned off (e.g. the upstairs galleries and reception hall.)

VII. Parking Information

Visitors to the Wells Community Cultural Center may use TAF's parking lot, located just west of the building's ground floor entrance. The ground floor entrance is often locked for safety and security, but you may be buzzed in by simply ringing the door bell. Important things to note:

- a. TAF is not responsible for theft of items from cars in its parking lot.

- b. You may park in any spot that does not have a "Reserved" sign, or in any of the "Wintek Employee" spaces after 7 pm.
- c. Visitors to the Wells may also park in the First Christian lot (right next to the TAF lot), provided it is not a Sunday.
- d. There is often ample street parking along North and 7th Streets for access to the Wells Building's main entrance to the reception hall, offices, and galleries.
- e. For larger evening events or when the TAF lot is full, Wintek has agreed to allow use of its employee lot at the corner of 6th and Brown Streets (on the Northwest Corner of the Wells Building).