

## Classroom Rental Contract/Information for Teachers

We rent the space to the artist, so that they make the money.

We market the classes through emails (5000 on mailing list) and our website. There is a \$25 nonrefundable fee to reserve a class space. If the class makes then the \$25 fee is applied as a credit to the room rental fee. The class space rents for \$10 an hour during the day and \$14 an hour at night - plus closing fee of \$25 at night (split between the classes for the night -- usually have at least 2 classes a night). Most classes run 10am - 12:30pm, 2pm - 4:30pm or 6pm - 9pm. We have an employee that will come in and close up at 9pm. A key is left in the front door and the door is locked. So, teachers must walk the students out and lock door if they leave early. Please contact the art center regarding teaching a class. 804-278-8950 .

Example of costs:

The cost during the day would be \$25 a class (2.5 hrs). 6 weeks = \$150.

So, if you charged your students \$25 a class for 6 weeks, you would need 2 students to cover room costs.

Night (3 hours) is usually \$42 plus \$12.50 (2 classes) = \$54.50 a class.

6 week class = \$327. So, if you charged \$25 a class for 6 weeks, you would need 3 students to cover room costs.

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If you would like to hold an all day workshop the price is \$100 a day during business hours. The reservation fee is the daily rate of \$100. Since we have reserved this space for you and can't therefore rent it to another instructor or for a party function you will need to pay the entire fee upfront to reserve the space. This fee is nonrefundable.

If the workshop is multiple days, a rate will be quoted individually. In addition, if projects are left overnight an overnight fee of \$42.00 per night will be charged Monday through Thursday nights, and an overnight fee of \$500.00 will be charged Friday, Saturday and Sunday nights. If the class/workshop extends beyond open business hours, an opening and/or closing fee of \$25 per hour (or part of hour) will be charged.

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I agree to the above conditions for teaching at the Crossroads Art Center. Any alterations of this contract must have the written consent of the owners of CAC.

This agreement will be for Class: \_\_\_\_\_

Instructors Name: \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Date/Time of Class: \_\_\_\_\_

Rental Start Time \_\_\_\_\_ Rental End Time \_\_\_\_\_

Total Rental Fee \_\_\_\_\_ Open/Close Fee \_\_\_\_\_

Reservation or workshop fee paid(amount) \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Crossroads Signature: \_\_\_\_\_