



1010 Broad Street, west end of Mission Plaza  
 San Luis Obispo, CA 93401  
 Phone: (805) 543-8562 Fax: (805) 543-4518  
 www.sloma.org info@sloma.org

## FACILITY RENTAL REQUEST FORM

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone (H) \_\_\_\_\_ (C) \_\_\_\_\_

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

Setup time: \_\_\_\_\_ Breakdown completed by: \_\_\_\_\_

The San Luis Obispo Museum of Art ("SLOMA" or "Museum") holds a \$250 security deposit for every rental. If there is no damage or additional cleanup required at the end of the rental, the deposit will be returned in full.

Fees for one-time use, up to four (4) hours (additional hours at a pro-rated fee):

Event Space	Square Feet	Capacity (seated)	Base Rental	✓
Nybak Wing	700	40	\$300	
Entire Museum including Gray Wing, Nybak Wing, and First Gallery	2,375	110	\$600	

### Reservation, Payment, and Cancellation Policy

The San Luis Obispo Museum of Art is happy to reserve space for your event. The \$250 security deposit and 50% deposit of the rental fee is due with this signed contract. This contract is not valid until approved and countersigned by a SLOMA staff member. The security deposit and rental fee is fully refundable if the event is canceled within 60 days of the proposed date, after which time a 10% service fee will be charged if cancellation occurs. The rental deposit is

forfeited if the cancelation occurs within 7 days of the event. Payment of the remaining rental fee is due by the date of the event (before the event begins).

Rental payments can be made by cash, MasterCard, Visa, or a check made out to the San Luis Obispo Museum of Art. A separate check for the \$250 security deposit is preferred for ease of return.

Use of Museum chairs and tables is complimentary up to 30 chairs and 3 large tables (6' long). Additional chairs and tables can be reserved for a fee.

### **Liability**

Your signature as a representative of the group using the building constitutes an agreement to release the San Luis Obispo Museum of Art of all liability during or resulting from your scheduled event. You and/or your group assume all risk of damage to property or injury to persons in or about the space from any cause and hereby release the San Luis Obispo Museum of Art and waive all claims against the San Luis Obispo Museum of Art for any damages. The representative of the group using the building must be at least 21 years of age and assumes liability and responsibility for any and all breakage, loss, or damage to the building or its contents occurring during or incident to its use by the group. SLOMA suggests that renting organizations with insurance policies add SLOMA as an additionally insured party for the event.

SLOMA and its staff are not responsible for claims for personal injury or death, or for damage to or loss of property related to the rental of or occurring at the Museum property.

### **Setup and Breakdown**

All deliveries and pick-ups (food, flowers, sound equipment, etc.) must be coordinated and scheduled with SLOMA. Storage space is extremely limited.

Please seek advice from SLOMA staff before decorating. Any decorations must be approved by SLOMA staff in advance. Messages with political or religious content are prohibited from being displayed outside the building. Posters and publicity must be approved by the Museum in advance. Unapproved publicity may be cause for cancelation.

On the date of the event, the Museum will be opened and closed by a SLOMA staff member. The staff member shall have access to the facility at all times and shall not be excluded for any reason. SLOMA staff may photograph or videotape attendees and use such photos or videos to promote SLOMA programs. All images are the property of SLOMA.

There is a sound system for the Gray Wing (CD player). Use of the sound system is complimentary. Do not attempt to operate the sound system without proper instruction from SLOMA staff. Music volume should not exceed 60 dB (background music) and must be lowered at the request of SLOMA staff.

SLOMA is in a mixed residential neighborhood. Per San Luis Obispo City ordinance, there can be no loud sounds coming from the building after 10 pm. Please be courteous to our neighbors when leaving the premises.

Complete your own set up and clean up and provide your own utensils, cups, etc. and please recycle when possible. Please leave the building as it was found. In the event that cleaning is necessary after the renter has left the premises, a payment of \$25 per hour will be deducted from the security deposit. Breakdown must conclude by the time listed on this contract. Additional time is subject to a pro-rated deduction from the security deposit rounded up to the nearest hour. Unused rental time is not refundable.

### **Safety**

No open flames or candles are permitted. SLOMA is a smoke-free building. State law prohibits smoking within twenty (20) feet of public entrances. All exits must remain free from obstruction at all times. The number of people in the space rented must not exceed the maximum allowed per this contract.

The Museum has the right to require a security guard be present for any event on the premises.

### **Food and Drink**

Temperate use of alcohol will be permitted with prior authorization from SLOMA staff. Sale of alcohol is permitted if an ABC day permit is presented. The renting group is responsible for complying with state laws regarding minimum drinking age during the event. Event guests that are visibly intoxicated or under the influence of a controlled substance will be escorted off the premises.

Food may be prepared in the Nybak Wing with catering equipment. No kitchen equipment is available on site except a small sink and microwave in the first floor galley kitchenette. "Sterno" cans are permissible for catering purposes.

### **General Information**

#### **ARTWORK**

The artwork on view should never be touched or removed without staff approval and direction. Do not attempt to move any Museum signage, pedestals, sculptures, or two-dimensional works without permission from SLOMA staff.

#### **BUILDING ENTRANCES**

It is preferred that your guests use the Mission Plaza double doors. Should you need to use the Broad Street door, a SLOMA staff member will be stationed at that entrance for security purposes. Guests may arrive for Nybak Wing events through the back deck door if that is more convenient.

## PARKING

Metered parking is available across Broad and Monterey Streets in the public lots or on the surface streets. There is a public parking garage located by the Palm Theater at the corner of Chorro and Palm and also near the Library at Palm and Morro. Street parking meters are free after 6 pm daily, and also on Sundays before 1 pm.

## AIR CONDITIONING AND HEATING

Please note that there is no air-conditioning in the building. Complimentary use of space heaters and cooling fans is available upon request.

## RESTROOMS

There are two public restrooms available for all rentals. On the main floor, there is one wheelchair-accessible restroom. A second restroom is available upstairs off the McMeen Gallery (to the left of the gallery entrance). Please notify SLOMA staff immediately if there are any plumbing issues.

## TOXIC WASTE

DO NOT pour non water-based or toxic liquids down the sinks or toilets that could harm the environment or clog the sewage system. Discuss with SLOMA staff alternatives for disposing of any questionable substances. The use of turpentine is prohibited. Odorless turpenoids are permissible and must be disposed of properly.

## CANCELATION BY MUSEUM

The San Luis Obispo Museum of Art has the right to cancel your reservation:

- If the application is found to contain false or misleading information
- If the proposed use would be detrimental to the health, safety, general welfare, or efficient operation of SLOMA or the artwork
- If any individual, group, member, or guest willfully or through gross negligence, mistreats the staff, equipment, facility, artwork, or violates state or local ordinance
- If the renting organization or individual fails to pay rental fees in the time provided
- If the renting organization or individual defaults on or has not completed all conditions and requirements for use of the Museum
- If the Museum premises are required for emergency use
- If circumstances arise from natural disasters, power outage, or other unusual situations
- If the renting organization or individual fails to obtain necessary permits

## WALK-THROUGH PRIOR TO THE EVENT

It is recommended that the renting party complete a walk-through of the facility prior to the event. Rentals incorporating multiple vendors or elaborate setups (like wedding receptions) are required to complete a walk-through with the SLOMA rental coordinator. It is highly recommended that vendor representatives and whoever is performing the actual setup of the event join the walk-through to finalize timelines and layouts with SLOMA staff.

Please indicate your agreement to these rental conditions by signing on the line below and returning this agreement to the San Luis Obispo Museum of Art office so that your rental can be approved and recorded on the calendar.

The San Luis Obispo Museum of Art will provide the following:

- A clean and orderly space.
- An orientation to the building and equipment use.
- Staff to unlock the doors and lock up after the event.

Signed by (representative) \_\_\_\_\_ Date \_\_\_\_\_

On behalf of (organization) \_\_\_\_\_

Approved by (SLOMA staff) \_\_\_\_\_

\$ 250 Security Deposit (due with this signed contract)

\$ \_\_\_\_\_ Rental Fee Deposit (50% amount due with this signed contract)

\$ \_\_\_\_\_ Rental Fee Balance, due by (date of event): \_\_\_\_\_

\$ \_\_\_\_\_ Total Rental Fee, not including \$250 security deposit

\_\_\_\_\_ Staff person(s) to open building and be on site

Special Requests / Notes \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Vendor Contact Info: \_\_\_\_\_

\_\_\_\_\_

Estimated attendance: \_\_\_\_\_



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