

SALT Block Foundation, Inc.

Rental Policy



PROVIDING A HOME FOR SCIENCES, ARTS & LITERATURE TOGETHER.

The SALT Block Foundation Inc. is pleased to offer spaces for use by the public for the lawful activities of organizations, businesses and individuals. These spaces may not be used by organizations, businesses or individuals for specific political or religious purposes. Organizations, businesses or individuals whose primary mission is religious may only use these spaces for cultural or educational events which do not espouse a singular doctrine. Organizations, businesses or individuals may hold an event whose purpose is the discussion or education concerning public policy matters, but may not use our spaces for events which espouse the election of a particular candidate, candidates, or political party for public office. *(The management of the SALT Block Foundation Inc. reserves the right to refuse or cancel applications if, in its opinion, it is inappropriate with the SALT Block Foundation's purpose and reputation. Permission to use SALT Block facilities is not an endorsement by the SALT Block Foundation Inc. of the user, the user's beliefs, or any program which may be presented.)*

SALT Block Rental Hours: Tuesday-Friday 10:00am – 3:00pm
(Please call (828) 324-4906 X308 to make an appointment.)

Terms and Conditions:

- Terms and Conditions of the policy may be updated after the date of your contract. A new contract would have to be signed and new policies adhered to.
- Facility use fees are a part of this document and are applicable for current year stated.
- The SALT Block Foundation Inc., Lessor, must receive a signed contract with refundable facilities deposit to secure a rental space(s) by said date in the contract.
- The contract must state an **Entrance** time for the event. The Entrance time should be the point at which any person associated with the event requires entrance to the rented space(s). No access will be given prior to the Entrance time stated on the contract
- **Per the City of Hickory Noise Ordinance, the playing of loud music is prohibited between the hours of 11:00PM-7:00AM. The SALT Block requires that all music is turned off by 11:00PM.**
- **The contract must state an Exit time for the event. The Exit time should be considered as when the event is completely finished including clean up and all visitors have vacated the property. Lessee must vacate the cleaned space and SALT Block property by 12:00AM.**
- Lessee must abide by stated occupancy for each rented space.
- Spaces not stated as rented on Lessee's contract should be considered off limits and unavailable. Unavailable space is defined as but not limited to _____.

- The Lessee shall not assign or sublet the space without prior written consent of the Lessor.
- The Lessee is responsible to ensure that vendors comply with the SALT Block policies and are responsible for the removal of equipment and food by the **exit time** stated on the contract. Vendors include but are not limited to: Band Members, DJ's, Caterers.
- The Lessee is responsible for the cost of any additional technical personnel necessary for operation of sound or lights.
- The Lessor proactively tunes the piano; however, if additional tuning is needed the Lessee would be responsible for the cost.
- All activities must be under appropriate adult supervision. **An adult is defined as being 21 years or older.** The adult supervisor(s) must be in attendance at all times and accept the responsibility of caring for the facility and equipment and monitoring the conduct of their group while using the facility, confining the activities of the group only to the area specified in the contract. Failure to comply could result in discontinuance of the event.
- **The SALT Block is a tobacco-free block** which means no use of any kind of tobacco products.
- All rental fees are due ten (10) business days prior to the event. Failure of timely payment will result in cancellation of scheduled event and loss of facilities deposit. Payment may be made by cash, credit card or check. Check payments will **not** be accepted after the ten (10) due period.
- Any cancellation by Lessee will result in forfeiture of the facilities deposit. If Lessee cancels booking within 7 days prior to the date of the event and is unable to reschedule, then Lessor may retain 50% of the rental fees. If Lessee does not cancel and does not show for the booking, full rental charges will be retained or charged (exceptions may be made for weather emergencies.)
- Any cancellation by Lessor will result in rescheduling of event or full refund of amount paid to the Lessee.
- Lessee is responsible for all damages caused to the rented space beyond normal wear and tear. Lessee shall reimburse Lessor for any repairs within ten (10) days of Lessor sending Lessee a written request for reimbursement, such request will be accompanied by written verification of the amount of expenses incurred.
- The SALT Block Executive Director is authorized to deny future rental of space(s) to groups, businesses or individuals that violate the Lessor's policies and procedures. Groups, businesses, or individuals whose activities would tend to incite or produce imminent lawless action, or are obscene, or are obviously promoting false and misleading information, or are defamatory, will not be allowed to use spaces on the SALT Block.
- Neither the Lessor, the SALT Block Foundation Inc., nor the tenants of the building assume any responsibility for loss or damage to any property placed on the premises by the renter, user, or Lessee, or for loss or damage of any property or personal effects, including motor vehicles and their contents, of the user, renter, Lessee, its members, employees, agents, participants, guests, or attendees.

- Games of chance and other forms of gambling shall not be permitted on the SALT Block premises, except for raffles conducted in accordance with North Carolina General Statute § 14-309.15.
- The Lessor is not responsible as the venue or retailer for collecting or remitting any NC Sales and Use Tax incurred on admission charged by you as the facilitator. As event facilitator, your organization is responsible for collecting and remitting applicable state and county Sales and Use Tax for admission (if charged) to your event held on the SALT Block in accordance with North Carolina General Statute §105-164.4(a)(10).

Food & Beverage:

- The Lessor does not provide any food or beverage service.
- Appropriate alcohol permits are the responsibility of the Lessee. The SALT Block requires a **Limited Special Occasion** permit from the NC Alcoholic Beverage Control Commission if serving alcohol at the event. The application may be obtained from abc.nc.gov/Permit/QualificationLSO/
- Food and beverage are strictly prohibited in the Auditorium. Failure to comply will result in the loss of facilities deposit.
- If food or beverage service is required for an Auditorium event, the Lessee must rent the Moretz Board Room, the Bank of Granite Board Room or request the pantry for this purpose.
- The use of the Keiser Community Room (KCR) kitchenette includes use of ice maker and refrigerator. Supplies located in the KCR kitchenette are strictly prohibited for use by the Lessee.
- Any activity or device producing a **flame** is NOT permitted in the Keiser Community Room or adjoining kitchenette including but not limited to unprotected candles, tiki torches, oil lanterns, butane/propane burners, incense, campfires, grills and fire pits. Sterno containers and covered candles are permitted.
- The KCR Kitchenette is to be left in clean and neat order.

Decorations & Signage:

- No tape products may be used on any painted surface or floors in all rental spaces. In addition, no nails, screws, or fixtures of any kind may be driven or applied in the walls, woodwork, floors or ceiling without written permission of the Lessor. No glitter, confetti or the like may be used without written approval of the Lessor. If damage is incurred due to a violation of this policy, the Lessee will be charged additional fees to return the property to its original condition.
- **No open flames, smoke/mist boxes** (for performance or stage enhancement) are allowed in any building (except floating candles or enclosed jar candles in the Keiser Community Room with **permission only**).
- Lessee may use signage in the form of a poster or banner and it must be free standing (easel, stanchion, etc.). Only one sign per lobby area. No signage is to be taped, tied, or driven into floors, walls, ceilings or fixtures.

- Lessee must obtain permission of use and placement of all outside signage through the Buildings and Grounds Manager.
- Signage is allowed only on the day(s) of the event.
- Lessee must keep all entries, doors, hallways, elevators, and stairways unobstructed.

Set Up and Clean Up

- Lessee must receive approval by Buildings and Grounds Manager for placement and proper code enforcement on items such as tents, equipment, etc. which will be located on the North Lawn or on the grounds of the SALT Block property.
- Lessee must remove all items (decorations, supplies, equipment, etc.) from the facility by the **exit time** stated on contract.
- All tables must be clean of any debris/food/decorations before the **exit time** of the event.
- All food, bottles etc. should be disposed of in the provided trash containers. For Friday evening and weekend events **all trash must be disposed of as follows:**
 - **Keiser Community Room** - Trash in small bins must be placed in the large trash bins located in the kitchenette. Bins then must be moved to outside of the entrance of the West Wing building by the exit time stated on the contract.
 - **Drendel Auditorium/Moretz Boardroom** - Trash in small bins must be collected in bags and placed in the dumpster located by the loading dock outside of the 1st floor hallway by the exit time stated on the contract.
- For North Lawn rental, all trash must be placed in provided trash containers. Outside vendors are responsible for the removal of equipment and food by **exit time** stated on the contract.
- All rental areas must be clean and left in the same condition as when entered.

Building Liaisons/Security Services

- A SALT Block Building Liaison must be present during all events. Building Liaisons will open the building and space upon entrance time; assist with last minute set up and lock the space and building upon exit time.
- Security services are provided by Griffith's Security of Hickory, NC (minimum 3 hours required). Griffith's Security will be on-site for the length of the event to control access into facility, maintain peace and order during the event and close the building. SALT Block Rental Manager will determine the security needs of the Lessee.
- A Building Liaison or Griffith's Security is required for all events **before 9am and after 5pm on weekdays and all day on weekends.**
- Lessee must make an announcement of the SALT safety statement at the start of all events in the Drendel Auditorium. Please see Building Liaison for appropriate statement.

- Failure to comply with the policies or procedures stated herein may result in loss of facilities deposit, additional rental and/or security charges. These charges will be collected through the facilities deposit or additional billing to the Lessee.

Initial _____

Rental & Usage Fees:

All fees are subject to change.

<u>Rental Space*</u>	<u>Capacity</u>	<u>Rental Rate</u>	<u>Each Additional Hour</u>
Drendel Auditorium	400	\$500 (under 6 hours)	\$50
<i>Rehearsal Fee+</i>		\$ 50 (per 4 hours)	---
Keiser Community Room	150-175	\$300 (under 6 hours)	\$50
<i>Rehearsal Fee+</i>		\$ 50 (per 4 hours)	---
Moretz Board Room	20/50	\$125 (under 3 hours)	\$25
Bank of Granite Board Room	10/20	\$100 (under 3 hour)	\$25
North Lawn	---	\$300 per day**	

Set up and clean up times are included in Rental Rate. Pantry may be reserved to serve food and drink.

**Non-profit organizations may apply for a discounted rate.*

***Additional fees apply for electrical usage and restroom cleaning.*

+Rehearsal Fee applies for additional day(s) usage to rehearse for an upcoming event at the SALT Block facilities.

Rental Equipment

Fees

Tuning (Piano)	\$85 – booked through the SALT Block
LCD Projector	\$50
Projection Screen	\$25 (Included in Projection Rental)
Laptop	\$25
Flip Chart & Markers	\$15

Rental Equipment

Fees

Tables (Keiser Community Room)	\$10 each
Chairs (Keiser Community Room)	\$.50 each
Linens (Keiser Community Room)	\$20 each White Available (Ask Rental Manager for addtl resources)

Building Liaison/Security Services (required)

Before 9am and after 5pm Mon-Fri	\$20 per hour (Griffith’s requires 3 hour minimum)
Weekends (All Day)	\$20 per hour (Griffith’s requires 3 hour minimum)

Custom Lighting and Sound

Fees

Technical Director*	\$25 per hour (requires 4 hour minimum)
Rigging*	\$25 per hour (requires 4 hour minimum)
Booth Operator*	\$20 per hour (requires 4 hour minimum)
Contact Rental Manager for additional information.	

**1.5x base charge when over 8 hours/day or 40 hours/week.*

Facilities Deposit

- A refundable facilities deposit of \$150 is required to reserve all rental spaces. The \$150 facilities deposit is due at signing of the contract. The facilities deposit will be refunded 14-21 business days after the event in the form of a check payable to the Lessee. Failure to comply with the policies or procedures stated herein may result in loss of facilities deposit, additional rental and/or security charges. These charges will be collected through the facilities deposit and additional billing if needed.