

Bailey Center Performance Arts Space

300 Bailey Street, East Lansing, MI 48823
(517) 282-2064

Rental Agreement

Type of Event: _____

Event Contact Name: _____

Address, City, State, Zip: _____

Event Contact Phone #: _____

Event Contact E-Mail: _____

Date of Event: _____ Event Time: _____

Total Amount Due: _____

Check One Box:

East Lansing Resident Non-Profit Non-East Lansing Resident

Corporate Group Bailey Tenant

Signature/ Date

Management Signature/ Date

For Management Use only

Amount Paid: _____ Check number: _____ Date Paid: _____

Bailey Center Performance Arts Space

300 Bailey Street, East Lansing, MI 48823
(517) 282-2064

Policies and Procedures

Bailey Center Performing Arts Space (Art Space) – the area within the Liberty Hyde Bailey Building described as the stage, gymnasium and public restrooms. Individuals or groups may rent this space for various art, performance and community events as approved by Management.

Procedures:

East Lansing residents, outside community members, organizations, and artists must reserve the space with on-site management. Reservations may be made by calling (517) 282-2064 or E-Mailing deerpathmgr@continentalmgt.com

Requirements:

1. All reservations must adhere to all Governmental and Fire Regulations. All stairways are to be kept clear of debris in compliance with Governmental and Fire codes.
2. It is the reservations responsibility to set up and, return to original place, all equipment during their allotted time; this includes but is not limited to chairs, tables, music stands, musical equipment, dance equipment, etc.
3. All areas must be kept clean and free of debris; all trash should be put in the trash cans; Check that no personal belongings have been left behind; Bailey Center is not responsible for any personal belongings left on the premise.
4. Hallways are quiet zones. No rehearsing or warming up in hallways. Keep all common areas free of debris and in a neat condition.
5. Specification of use of space must be pre-arranged with management prior to renting. Any use of any sound system must first be cleared by management.

6. Management reserves the right to remove anyone that violates this agreement and terminate the use.

Payment Policy:

All payments must be received before use. Rates are as follows:

- ***East Lansing Resident/Non-Profit/Tenant:*** \$10.00/hour
- ***Non-Resident/Corporate Group:*** \$15.00/hour
- ***After Hours (M-F after 5:00pm & all-day Saturday – Sunday):***
\$20.00/hour
- ***Use of on-site chairs:*** \$10.00/per event

For performances with an audience, there will be no set fee charged to East Lansing residents to attend or view the performance, but donations may be requested. All fees collected will then be returned to the artist/group.

Cancellation Policy:

Rental space of the facility requires no less than 48-hours' notice for cancellation. Call (517) 282-2064.