

Textile Center Member Room Use Policies
Classrooms * Meeting Rooms * Auditorium

April 1, 2013 through March 31, 2014

Reservations and Payment

1. Textile Center classrooms, the Auditorium and the Library may be reserved by member organizations and businesses for meetings, classes, and events, or by individual members for their own projects.
2. Reservations are taken on a first-come, first served basis. For room availability, call the Office Manager at 612-436-0464. All requests for reservations may be made to the Office Manger via phone or in writing, either by mail or email (info@textilecentermn.org).
3. **Reservations are not confirmed until payment is received and a rental agreement is signed.**
4. Textile Center reserves the right to cancel any **unpaid** reservations of member organizations in order to use rooms for its own events or those of the major tenants.
5. Please note that several dates each year (most of them Saturdays) are reserved several years in advance for Textile Center events and are not available for rentals. Please check for availability.
6. Cancellations and/or rescheduling require a minimum of **10 days notice**. Dates can be rescheduled on a space available basis and are not guaranteed.
7. Refunds, minus a \$10.00 administrative fee, will only be issued if a meeting cannot be rescheduled within the current fiscal year. No refunds will be given if the cancelation notice period of 10 days is not honored.
8. Meetings cancelled due to extreme weather conditions can be rescheduled on a space available basis with no administrative fee. Please notify the Office Manager within seven days following a scheduled meeting if it was cancelled because of weather.
9. Groups or individuals requiring after-hours access to Textile Center facilities **must pay a \$25 key card deposit and be instructed in advance** in the use of the building's security system. (\$25 will be returned when the key card is returned.)
10. A member organization library representative may be issued a key for access to the library at a \$2.00 deposit. (\$2.00 will be returned when the key is returned)

General Information

1. Smoking is not permitted anywhere on Textile Center premises.
2. Textile Center is not liable for loss or theft of personal belongings from the building. In the event of injury, liability insurance is carried by the Textile Center.
3. **Food and beverages are not allowed in the Gallery, Shop or Library.**
4. **NO bleach, chemicals, paint, dyes or processes involving large amounts of water** may be used outside of the Dye Lab.
5. For evening and weekend meetings and events, an appointed representative of the renting group **must be instructed in advance** in the use of the building's security system by Textile Center staff.
6. For security and energy conservation **Please Do Not Prop the Doors Open.**
7. Renting organizations or individuals are responsible for assigning a person from their group to be a "Door Person" and let members enter the building after hours. **Textile Center staff will not be responsible for this.**

Set Up

1. Both set up and clean up of meeting rooms and the auditorium are the responsibility of the renting organization or individual. Chairs and tables are available in each room to be set up and taken down within the rental period.
2. No prep or set up time is assumed outside of the rental period. Rooms must be cleaned and vacated by the ending time on the contract.
3. Decorations and displays must be put up and removed within the rental period. Nails, tacks or tape should not be used without prior approval from Textile Center staff. T pins are recommended.
4. Food and beverages are allowed in lobby, meeting rooms and the auditorium, subject to event restrictions. Textile Center kitchen (adjacent to the auditorium) is available for use at no extra charge.
5. Tables for food, beverages or refreshments can **only** be set up in the area outside the kitchen along the classroom wall or in the main lobby (terrazzo floor), **and cannot be set up in the purple-carpeted hallway between the Lobby and Auditorium.**
6. Tables for literature, registration or refreshments may be set up in the main lobby (terrazzo floor) with prior reservation and the payment of a rental fee. Please contact the Office Manager for details.

Equipment

1. A stage, podium, sound system, TV/VCR, DVD player, slide projectors, and extension cords are available for use at no additional charge. Please contact the Office Manager if training is needed in the use of any of this equipment. **Training must be scheduled in advance.**

2. An LCD projector is available to rent for \$50.00 per day. This does not include use of a laptop. Please contact the Office Manager for details, and to schedule training.
3. Microphones are available and are included in the rental fee. Contact the Office Manager to schedule training.
4. There are hearing amplification devices available in the AV closet for use during meetings. These require the use of microphones. Contact the Office Manager for training.

Library

1. The common area of the Library may be reserved for small meetings. Please contact Office Manager for availability; time may be restricted during normal library operating hours. Capacity of the room is 12 or fewer people.
2. **Food and beverages are not allowed in the Library.**

Clean up and Storage

1. Rooms, including the kitchen and rest rooms, must be left in a neat and orderly condition at the end of the rental period. Failure to comply may result in the loss of future rental privileges.
2. **All garbage cans should be emptied and garbage bags tied and taken to the BLUE dumpster** (outside the back door). Extra bags are located in the utility room.
3. **Recycling should be emptied and placed in the GREEN dumpster** (outside of back door). Sorting of different types of recyclables is not necessary.
4. Floors should be vacuumed and tabletops wiped down. Tools, cleaning supplies, etc. are located in the utility room next to the kitchen.
5. Tables and chairs should be stacked **on carts. No more than 20 chairs** should be stacked on any chair cart. (There will be extra chairs that exceed cart capacity.)
6. Spills (coffee, dyes, paints, etc.) should be cleaned up immediately. Tools and cleaning supplies are located in the utility room next to the kitchen.
7. Damages to the property during the rental period, including spills that require extra cleaning services, breakage and/or loss of equipment should be reported to Textile Center staff as soon as possible. Damages may be billed to the renting organization or individual.
8. Please note that the kitchen is communal space. Textile Center assumes no responsibility for utensils, food, paper goods, or other items left behind or stored in the kitchen cabinets or refrigerator. Groups leaving items in the kitchen do so at their own risk.
9. Any member organization may rent secure storage space or cabinets on a fee for service basis. Please contact the Office Manager for details.