

For reservations and other information, email education staff at tkrumm@textilecentermn.org or call 612-436-0464.

RENTER CONTACT INFORMATION	
Name: _____	
Mailing Address: _____	
Phone: _____ Email address: _____	
STAFF USE ONLY:	
<input type="checkbox"/> Current Member verified <input type="checkbox"/> Dye Lab Training date _____ <input type="checkbox"/> Supplemental Training (steam cabinet/dye vat) _____ Note: Any exceptions to Textile Center trainings must be made by Education Manager or Program Director.	
RESERVATION INFORMATION	
Purpose of Rental: _____	
Rental Date(s) and Time(s): _____	
RENTAL RATES (1 to 8 people; exceptions must be preapproved; no private classes allowed)	
Full Day- up to 8 hours	Amount
Individual/First Person (Renter): \$120	
___ # Additional Persons: \$30 each	
Half Day- up to 4 hours	
Individual/First Person (Renter): \$75	
___ # Additional Persons, \$20 each	
TC MEMBER GUILD/SPECIAL INTEREST GROUP RATES (Up to 8 People; no private classes allowed)	
Full Day- up to 8 hours; \$250 flat rate, for up to 8 participant artists	
Half Day- up to 4 hours; \$180 flat rate, for up to 8 participant artists	
ADDITIONAL CHARGES	
Use of 40-gallon dye vat: \$35 (half or full day- training required before first use)	
Use of steam closet: \$35 (half or full day- training required before first use)	
Other (please note):	
TOTAL DUE with CONTRACT:	

OVER FOR RULES, REGULATIONS, and SIGNATURES

PLEASE NOTE:

- A minimum \$150 cleaning fee will be charged if facility is left NOT clean, including the floor.
- A \$50 disposal fee will be charged for any materials left behind.
- Payment is due at the time of completion of reservation and completion of this contract. Reservations are not secure or final until payment has been received.
- Cancellation requires a minimum of 5 business days' notice. A \$25 processing fee will be charged for all cancelled reservations.
- No refunds will be given if cancellation is less than 5 business days from the rental.

Dye Lab Use Rules and Information

As a shared resource, all users are required to abide by the following rules to maintain this vibrant facility.

- The primary renter must be a current member of Textile Center and trained on the use of the equipment you plan to use (i.e., Steam Cabinet and Dye Vat). A Dye Lab training session is required for dyers before renting the first time. Please check the Adult Class Workshop catalog for dates and times of upcoming trainings at textilecentermn.org.
- Cancellation requires a minimum of 5 business days' notice. A \$25 processing fee will be charged for cancelled reservations.
- The Dye Lab Safety Manual is located in the Dye Lab and is given out at Dye Lab training sessions. It can also be found on our website.
- Salt, soda ash, synthrapol, citric acid, and vinegar are stocked in the Dye Lab. Use of these chemicals is included in the Dye Lab rental fee; you must supply all other dyes and chemicals you plan to use.
- Extra dyes, chemicals, or any materials should not be left behind in the Dye Lab. Disposal fee of \$50 will be charged to get rid of anything left behind in the lab.
- Use of glass containers is highly discouraged in the facility. If you bring glass containers in, take them out, or they will be recycled after you have left. If glass breaks in the facility, you are responsible for thorough clean up, or minimum cleaning fee of \$150 will apply.
- **A Mandatory Dye Lab Closing Checklist** must be completed and turned in at end of rental.
- Renters are responsible for cleaning all surfaces and equipment thoroughly before leaving the Dye Lab, or minimum cleaning fee of \$150 will apply.
- Renter agrees to be responsible for any damage to or theft of furniture, fixtures, equipment, table accessories, or other property by renter, renter's guests, invitees, employees, or other individuals responsible to the renter.
- If any equipment is found to be broken or defective, renter will report the condition and give the equipment to education staff or leave it clearly labeled in the dye lab, so that staff can dispose of it—and replace it for future users.
- Textile Center will assume no financial responsibility for damaged or stolen property brought to facility by Renter, renter's guests, or outside vendors. Textile Center is not liable for any injury during the rental period.
- Renter agrees to reimburse Textile Center for personnel costs and other expenses incurred as a result of Renter's failure to comply with the above agreed terms.

I have read, understand, and will follow the above rules and regulations, as well as those laid out in the Dye Lab Safety Manual.

RENTER SIGNATURE

DATE

APPROVAL of RENTAL by TEXTILE CENTER STAFF

DATE