

JAMES MEMORIAL PRESERVATION SOCIETY

621 1st AVENUE W · PO BOX 1714 · WILLISTON, ND 58802
701-774-3601 · JMPS@NEMONT.NET

TERMS & CONDITIONS FOR BUILDING RENTAL

BUILDING OCCUPANCY LIMITS

Gallery = 128

Gallery II = 91

Center Stage = 66

Classroom = 30

**PLEASE RESPECT THAT THE JAMES MEMORIAL IS AN ART GALLERY.
FULL DEPOSIT WILL BE FORFEITED IF ANY ARTWORK IS TOUCHED OR MOVED.**

DEPOSIT/EXTRA FEES

1. If any of the conditions are not met, or the key checked out for rental is not returned, partial or full deposit may be held by JMPS.
2. If any room not included in the rental agreement is being used during rental, the renter will be charged the fee for the use of the additional space.
3. Renter is responsible for damaged property and/or artwork and any extra cleaning that must be done by staff and agrees to assume cost of repair/replacement or cleaning.

RESPONSIBILITIES OF RENTER

1. Event Set-up. If day before event set up is required, a half-rental fee must be paid.
2. Event Clean-up. All tables, chairs, dishes and other JMAC equipment must be returned in good/clean condition to their proper place.
3. Person signing the rental contract must be present for duration of rental and ensure cleanup is completed.
4. All items brought into the building by the renter must be removed immediately following the event unless a half rental fee is paid for the following day. You will be charged the half day rental fee until items are removed from the building.
5. James Memorial Art Center and surrounding grounds are a smoke free space, no exceptions!!
6. No open flames are allowed in the building; this includes all candles and food warmers.
7. No exit or aisle is to be blocked during use.
8. No tape is allowed on marble columns or woodwork. Blue painter's tape is acceptable on walls.
9. Nothing will be hung from light fixtures or crown molding.
10. No confetti or glitter of any type permitted in the building, including confetti-filled balloons.
11. In the winter, renters during non-business hours are responsible for clearing snow from the entrance sidewalks.
12. Proper permits must be obtained through the City of Williston for all public paid events.

ALCOHOL AT EVENT

13. No alcoholic beverages are permitted in the JMAC without a liquor license/permit from the City of Williston. All conditions of the permit must be adhered to.
14. A City Permit is required if a bar is on premises whether it is a cash bar or open bar.

Board members reserve the right to check in on the building during rentals.

Only one rental will be scheduled per floor at any given time.

Be advised, the James is always under video/audio surveillance.

POST RENTAL RESPONSIBILITIES

1. Remove all décor and tape.
2. Wipe down all used surfaces, including kitchen, tables, counters, restrooms, etc.
3. Wipe down chairs if needed.
4. Return tables and chairs to their respective places.
5. Wash all kitchen items used and put away.
6. Sweep and mop floors in space rented. On the main level, no detergent or cleaner is to be added to mop water. Center Stage area wood floor can be cleaned with the Bona cleaning system or mop.
7. Vacuum rugs (this includes kitchen, Gallery II, entryway, and ramps on lower level).
8. Empty garbages including restrooms, kitchen, and all others used. The dumpster is located at the northwest corner of the building.
9. Unplug all extension cords and other electrical appliances that were used and put away neatly.
10. Place used linens and cloths/towels in laundry basket in main level kitchen or lower-level kitchen.

CLEANING SUPPLIES:

UPPER LEVEL

- a. Mop bucket, vacuum, cleaning rags, dust mop are in closet next to office.
- b. Broom and dustpan, cleaning supplies, garbage bags are in kitchen.
- c. Restroom cleaning supplies are in restrooms.

LOWER LEVEL

- d. Mop bucket, dust mop, broom and dustpan are in classroom.
- e. Cleaning rags, cleaning supplies, and garbage bags are in restroom.

THANK YOU! WE APPRECIATE YOU!