

RENTAL RULES & USE AGREEMENT

2172 Railroad Avenue

Livermore Shakespeare Festival
P.O. Box 2616
Livermore, CA 94551

Rental Rules

Welcome to Livermore Shakespeare Festival's Railroad Office and Rehearsal Studio!
Below are our Rental Rules & Use Agreement. Please familiarize yourself with fine print of our rules and agreement below.

You and your guests are subject to these rules at all times.

1. Be a good neighbor. Respect and courtesy are mandatory. All must be aware that respect and care apply to the treatment of the physical environment as well.
2. Help keep us safe! Please don't let strangers in after you. Do not cause physical harm to anyone in the course of your work—not to another participant, not to staff, not to yourself. Safety is imperative and everyone's responsibility.
3. Clean up after yourself and wash all dishes when you're done. Don't be messy! Please return and wash all utensils, mugs, glassware or dishes before leaving the space. Put your own trash in the bins. We separate trash & blue-bin recycling.
4. Keys are assigned to you and only you, do not share them with others.
5. No speakerphone, ringing phones or calls in shared spaces.
6. Bring your own supplies. If you need something, please ask first.
7. Children are welcome for occasional, short visits and must be supervised at all times. Please notify us upfront if you plan on having minors in the space.
8. Let us know when things change with your group/organization. Report all changes, including the addition and removal of members, to Livermore Shakespeare Festival Management (see contact information).
9. Pay your bill on time.

Terms

Users hold Shakespeare's Associates Inc., dba Livermore Shakespeare Festival harmless for any claims resulting from common negligence or the inherent risk of using the facilities, as well as claims resulting from transit between our locations. Users also understand that SA/LSF does not offer any emergency medical services. First aid kits are located in rehearsal studio, greenroom and bathroom. Please note locations of fire extinguishers.

Users are subject to compliance with this User Agreement and our Rental Rules and Rate Card, which may be modified from time to time. Updated versions of the Rental Rules and Rate Card will be sent to Users via email. We reserve the right to end a Rental agreement if a User breaks these rules.

SA/LSF reserves the right to visit the premises during rental events. Users can expect the possibility of SA/LSF staff to be present in the main office during their events.

Billing, Refunds, Insurance

1. Fees are paid in advance. Payments are due 7 days after receiving the invoice. Checks can be made out to Livermore Shakespeare Festival.
2. Should you want to cancel your rental 5 days prior to use, the applicable booking fee may apply.
3. All rentals require a Certificate of Liability Insurance naming Shakespeare's Associates, Inc.
as additional insured for \$1,000,000 for liability coverage for bodily injury and property damage per occurrence with an aggregate limit of no less than \$2 million. Insurance may be acquired through homeowners, renters, business insurance, or special events insurance.

Keys & Building Access

Keys may not be shared or transferred to another member or guest at anytime. If you would like to transfer a key to a different name, please contact Livermore Shakes management. A Replacement Fee will be charged for any lost door key.

Signing In and Why It's So Important

In case of an emergency, we must be able to know population numbers and who has entered our building. This is something that could be critically important in the case of an earthquake or other disaster. Please be accurate in your rental agreement as to expected numbers and contact information for your company's representatives.

IT & Internet Access

In an effort to share our bandwidth between all users, please abide by the following rules:

1. Don't connect extra hotspots or routers (WiFi repeaters/extenders, Airports, etc.)-these slow down the network for everyone and will be booted off of our networks (we track MAC addresses).
2. Limit VOIP over wifi (e.g. Skype, Google Hangouts, etc.) Livermore Shakespeare Festival cannot guarantee stable call sessions.

Emergencies

If 911 has been called, or there is an injury of any sort, please fill out the injury/emergency report form and submit within 16 hours. If in rehearsal, injuries must be included in the stage manager's daily rehearsal report.

Green Room/Food

1. Keep it clean!
2. Each user is responsible for keeping green room/food/beverage areas clean and functional. Cleaning supplies are provided and located under the kitchen sink.
3. No dishes are to be left in the sink after your event/use.
4. Wash dishes and place in dish rack, or dry them and return to cabinet/drawers.
5. Leave no trace.
6. Trash, recycling & compost bins are located outside next to garage. Empty trash to the outdoor containers if full, or containing food or other smelly items.
7. Be a conscious consumer. Use real plates and utensils over paper/plastic when possible.
8. Alcohol may only be consumed by persons over 21 while on our premises. All laws regarding alcohol and other regulated substances must be honored.
9. Refrigerator, microwave, coffee maker, and brita filter pitcher are available for use.
10. Plates, wine glasses, wine openers, a few serving utensils, and a few mugs are available as well.
11. There is no stove, oven or dishwasher on the premises.

Furniture & Equipment Availability

1. Plastic molded tables and folding chairs, trash baskets, and a few music stands are available for use.
2. Very light use of the photocopier is available for single copies. We are not set up for large scale copying. Please ask for permission, and do not ask our staff to do your copying for you.

3. Please alert us in advance if you plan to bring other furniture or equipment into the space. Large items are to be brought into the space via the alley and carriage doors - not dragged through the lobby. A modest garage rental fee may be assessed.
4. Thermostats are to be set at 76 degrees or higher for cooling. *Setting the thermostat lower does NOT make the room cooler faster!* The A/C is NOT to be left on in the studio with the carriage doors open. There are multiple zones and the garage has no A/C. Please keep interior doors closed unless the additional room is in use.

Personal Property / Lost & Found

1. Any personal items left in the coworking space will be moved to the lost and found located in the locked inner office.
2. The user is responsible for all damages caused by the user or their guests. The user is responsible for any theft or damages resulting from the user or their guests leaving the door open or unlocked.
3. Users are responsible for keeping all shared spaces clean and functional. LSF
Livermore Shakespeare Festival will not be held responsible for theft, breakage or damage to personal property left in workspaces.

Visitors

Animals

Dogs or other pets are allowed for short visits, as long as they are supervised and trained to be around people and in new buildings. Animals are not allowed on our furniture at any time. Any damage caused by an animal will be the responsibility of the renter or owner.

Pets are not accepted as regular participants at rehearsals or other events without the explicit permission, in advance, of LSF Management, the director, and stage manager. In general, we ask that animals not be present during rehearsals.

Certified assistance animals are welcome.

Children and Minors

Little ones are welcome for occasional short visits. They must be in the presence of a supervising adult at all times, and must depart immediately if causing noise or disruption to the work environment. Please bring quiet toys, entertainment or homework for youngsters. Please request permission of the supervising director and/or stage manager to bring children into the workplace. This facility is not intended for childcare uses.

Bikes

Please bring bikes around back via the gate on the West side of the building. Do not bring bikes into the building. NEVER lean a bike against our light-colored walls.

Overall Considerations

This is an office and studio space. Please treat it as such. It is not a warehouse or garage.

No pins or tape, or adhesives of any kind are to be placed in or on the walls, or other surfaces. If something needs to be posted, use bulletin boards, easels, or ask for assistance.

Please do not place your feet on the walls, shove chairs or other furniture against the walls, or drag furniture or heavy items across the floor. Request assistance, then lift and carry furniture into place.

Damage will be charged against the security deposit. Renters are responsible for the full cost of damage.

Upon Exiting

Do not leave dishes in the sink. Clean up the kitchen.

Take garbage out to the bins in the alley.

Do a walk-through to look for lost items. Return borrowed items to their proper locations.

Turn off all lights and the **4 individual thermostats**.

Close all interior doors.

Arrange for prompt return of keys.