



FACILITY USE GUIDELINES Hubbard Arts Center

Statement of Purpose:

- The Derby Recreation Commission (DRC) welcomes public use of its Hubbard Arts Center spaces for meetings, programs, weddings/receptions, and events for cultural, informational, educational, recreational or civic purposes.
- These guidelines set the procedures for use of rooms available for rental at the Hubbard Arts Center, which include:
 - The Gallery
 - The Kitchen
 - Innovation E/W
 - The Cove
 - Studio H

Individuals and organizations may rent any of the above spaces and times that are not in conflict with DRC programs. Rental of facilities does not constitute DRC or City endorsement of beliefs, ideas or policies expressed by organizations or individuals using the space.

Facility Information:

The Hubbard Arts Center, 309 N. Woodlawn

The Hubbard Arts Center is located at the corner of Market and Woodlawn in Derby. The facility is located north of the Historical Museum. The parking lot is accessible from the private drive which runs on the north side of the facility along with the Main Entrance. There are 10 parking spaces directly along the north face of the entrance that include 2 ADA spaces. The remainder of the parking is located across the private drive and is attached by ADA accessible sidewalks, a crosswalk, and houses 111 parking spaces. Additional overflow parking is available in the USD 260 Central Kitchen parking lot (26) to the west of the facility, Historical Museum lot (22) to the south of the facility, the DRC lot (193) and the lot (56) to the north of the USD 260 Operations/Maintenance facility.

The Gallery

This is the largest multipurpose rental space in the Hubbard Arts Center at 5,000 square feet. The room has twenty-four 60-inch round tables (accommodating 6-8 chairs), ten 6-foot long banquet tables and 200 folding chairs available along with 4-30" round bar height tables. The room is equipped with a laser projector and a 14' diagonal screen, along with AV system. The sound system includes a hand held wireless mic, lapel mic and headset. Axillary hookups to projector provided. Renters are responsible for providing linens, glassware, dishware, flatware and any other items needed for their event. For an additional fee, renters can include a stage which consists of 10 sections that are 4x4 each. It can be configured it to several different sizes (i.e. 8'x24' 12'x12'). It is 16" high and does have skirting that can be added.

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The Kitchen

The Kitchen is available to be rented for an additional fee if The Gallery has been rented. During rentals this 1295 square foot space can be used only as a catering/warming kitchen. There is an exterior door on the north side of the facility to the west of the main entrance providing direct access to the kitchen for a caterer if needed. Access to the ice machine, refrigerator and freezer will be available along with the oven and range for warming purposes only.

Innovation

This meeting room space has a total square footage of 1,160. There is a small kitchenette which includes a sink, under the counter ice maker and refrigerator (West side) and a kitchenette area with sink only (East side). Eighteen flip top nesting tables and seating for 36 is available for this combined space.

The Cove

The sound studio is a 300 square foot space set up for your digital media needs. It features a control room, separate recording studio and vocalist/audio booth. This studio was designed specifically to meet the needs of individuals or groups wishing to record band or orchestra groups, vocal overlays, podcasts, DJ mixes, and/or general audio voiceovers.

Studio H

This activity / dance studio is a 900 square foot space boasting an Ecore Athletics Bounce 2 Floor along with full mirrors with attached ballet bar along one full wall. Private rehearsals will be allowed when open time slots are available in this space.

Rental Guidelines and Regulations:

1. **All Hubbard Arts Center Rules and Regulations apply to all facility users.**
2. Application for use of the Center must be made with facility personnel at the Derby Recreation Center or the Hubbard Arts Center during normal business hours. Requests must be made by an adult, 21 years of age or older.
3. Reservations may be made up to twelve (12) months in advance but no less than ten (10) days prior to the event.
4. The total rental fee and a refundable deposit are required with a completed rental request form. No room can be held or reserved without proper payment.
 - **For a complete list of rental options and fees, please refer to the rental rate list.**
5. The facility may be occupied by the renter only during the designated times on the rental agreement. The facility must be vacated by the time designated on the rental agreement. The individual or group using the facility will be charged for time spent in the facility beyond the agreement time.
6. Events management staff retains the right to attend any meeting or event, or portion thereof, scheduled at any rented facility to monitor and enforce compliance with the policies outlined.

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7. One adult, at least 21 years of age, must take responsibility for the rental. This person must be the authorized representative of the organization or group renting the facility and will serve as the contact person for event management staff. This person must be available to meet with event management staff to go through an orientation of the facility.
 - This adult must be the first to enter the facility and the last to leave the facility at the time of use.
 - The facility must be returned to the same condition it was in before the rental. The Renter agrees to accept responsibility for all damages caused to the facility during Renter's event.
8. Building keys need to be picked up by Friday at 7pm from the Derby Recreation Center if rental is scheduled during weekend hours. A building orientation is required at time of key pick up and must be schedule ahead of time. Rentals held during operational hours will not be issued keys and need to check in with the facility supervisor upon arrival.
9. The DRC is not responsible for damage to or loss of personal property by anyone participating in or attending activities at the Hubbard Arts Center.
10. Rentals involving youth or youth events require adequate supervision be planned in advance. An adult supervisor, 21 years of age or older is required for every 25 youth in attendance at any rental in the facility. The DRC shall not be responsible for the supervision of any group or event held at the facility.
11. The DRC reserves the right to refuse to rent the facility for any reason. Activities that duplicate, or compete with programs or services that the DRC provides may be prohibited.

General Building Rules

1. All persons are expected to conduct themselves in such a manner so as not to endanger themselves or others, cause damage to the facility or other property, or threaten the well-being of others.
2. Loitering, smoking, vaping and tobacco use are prohibited on Hubbard Arts Center grounds and in the Arts Center.
3. Abusive and profane language is prohibited.
4. Rough housing and horseplay are prohibited.
5. Appropriate dress, including shirts and shoes, must be worn while in the facility.
6. The Derby Recreation Commission assumes no responsibility. Please secure valuables appropriately.

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7. Bicycles, pets, skateboards, scooters and skates of any kind are not permitted inside the center. Trained service animals, as defined under applicable federal and state laws, are permitted in the facility.
8. Derby Recreation Commission staff are authorized to enforce all rules set forth in these guidelines and any related rental or use agreement.
9. The Hubbard Arts Center allows concealed carry of guns in its facility according to KSA 75-7c720. The open carrying of firearms in this building is prohibited.
10. The Derby Recreation Commission reserves the right to review, change, and update rules and facility guidelines without notice.

Damage Deposit

A refundable damage deposit will be required on all rentals at the Hubbard Arts Center. The damage deposit must be provided at the time the rental request form is submitted. Required damage deposit amounts are available on the rental rate sheet.

The renter assumes financial responsibility individually, and/or on behalf of his/her organization, for any part of the facility or contents that are damaged, lost, or stolen during hours the building was in use by the individual or organization.

DRC staff will inspect the facility following the event and determine if damage has occurred or if the condition of the rental space requires more than ordinary cleanup. In such cases, the cost of such repairs or cleaning will be deducted from the deposit and, if necessary, additional fees will be assessed toward clean up or repair.

The refundable deposit or any balance remaining will be returned to the renter.

Cancellation/Termination

For all cancellations and terminations by Renter, a refund request form must be completed. A minimum of 25% of the rental fee is non-refundable and shall be retained by the DRC.

If Renter cancels the Agreement on or before the 30th day prior to the rental date, Renter shall receive a refund of any rental fees paid in excess of 25% of the Rental Fee, along with the return of the Damage Deposit.

If the Renter cancels this Agreement less than 30 days prior to the rental date, no refund will be issued. The Damage Deposit will be returned.

If the DRC cancels the event, the DRC shall provide a full refund of fees paid by Renter, along with the return of the Damage Deposit, if applicable.

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Setup/Cleanup

Groups are responsible for their own set up and cleanup of tables, chairs and other equipment and should allow time required for this in their reservations. You will only have access to the facility for the length of time it has been rented. If facility staff assistance is desired for set up or clean up, additional fees will be required.

Renter must, at the time of booking the facility, provide the name and contact information of a designated person who will report to staff prior to the event and be responsible for cleanup efforts at the end of the event.

No food or beverages may be left in any of the rented facilities following an event and all decorations must be removed immediately following an event.

If you added the breakdown/cleaning to your rental or if it is included, we require that trash be gathered and disposed of in the dumpster north of the facility. A written checklist of responsibilities will be provided to you.

Decorations

Responsibility for decorating for any event lies with the renter. Setting up and decorating should take place on the day of an event. Decorations are restricted to the rented area only.

Any decorations, coverings or changes to the facility should be discussed and put in writing as part of the rental request.

No tape, staples, nails, tacks or other devices that can damage walls may be used in decorating. Scotch removable Command hooks or painter's tape may be approved for use by the events management staff if arranged in advance. If tape markings need to be placed on the floor, painter's tape must be used.

Candles may be allowed inside the building on a case-by-case basis. **No glitter, rice, birdseed, confetti or sparklers may be used in or around the facilities.**

Technology/Equipment

The following equipment is available for public use with advance arrangement.

The Gallery: includes a large 14' screen with laser projector. Wireless handheld mic/lapel mic, Mac mini computer available for presentations. Auxiliary connections available for other devices.

Innovation: access to an 83" TV on mobile cart w/mini computer attached.

Users of Derby Recreation Commission owned equipment are expected to meet with facility staff for instructional use of the equipment prior to the day the equipment has been reserved.

Wireless Internet access is available in any of the rental spaces. Individuals, groups, or organizations may use their own laptops and/or projection units.

Renter's Initials _____

Alcoholic Beverages

- Alcoholic liquor and cereal malt beverages are allowed on a limited basis at events held in the The Gallery, The Kitchen and Lobby.
- All events that wish to serve alcoholic liquor and cereal malt beverages must complete a Facility Rental Agreement along with an Alcohol Use Agreement.
- Licensed caterers or bartenders are welcome. Private parties may provide their own alcohol in certain circumstances which are outlined in the required Alcohol Use Agreement.
- If alcoholic liquor and/or cereal malt beverages are served at an event held during operating hours, the following rules must be observed:
 - All alcohol must remain within The Gallery and The Kitchen.
 - Doors to the remainder of the building must remain closed and the Hubbard Arts Center will provide signage to be posted on these doors stating that alcoholic beverages are not allowed to leave the room.
 - A door monitor/monitoring process must be used to ensure that alcoholic beverages are not allowed to leave the room.
 - If persons under the age of 21 are present at the event, some form of identification process must be used to ensure that they are not allowed to consume alcoholic liquor and cereal malt beverages.
 - Management staff reserves the right to decline rentals serving alcohol during operating hours due to DRC scheduled programming.
- For events serving alcoholic liquor and cereal malt beverages after Hubbard Arts Center operation hours, the Lobby may also be used. Alcoholic liquor and cereal malt beverages must remain within the Hubbard Arts Center building. In this case, the Hubbard Arts Center will provide signage to be posted on exit doors stating that alcoholic liquor and cereal malt beverages are not permitted to leave the building.
- Events wishing to rent out other areas of the facility will not be able to enter into those spaces with alcoholic liquor and cereal malt beverages. Signage will be posted accordingly for areas that are not allowed to have alcohol.

Catering/Kitchen Use

Catering and other deliveries must take place within the rental time frame, and someone associated with the event must be present to manage all deliveries.

All food and beverages that remain after the event must be removed from the building. The renter is responsible for leaving the kitchen in a clean and orderly condition, including wiping down all prep tables and carts, and sweeping the kitchen floor.

It is the responsibility of the individual or organization to furnish all supplies, cooking utensils, dishes and other special equipment required for its exclusive use.

Renter's Initials _____

Security and Fire Code

It is the responsibility of the renter to ensure that the number of guests in the rented area does not exceed the posted limit set by the fire marshal. All indoor facilities have a strict no-smoking policy, including no smoking within 20 feet of any entrance.

Enforcement

Designated facility staff are authorized to enforce all rules set forth in these guidelines. If a renter or a renter’s guest does not comply with these guidelines, the Derby Recreation Commission reserves the right to remove such persons from the facility or event. Violations of the use guidelines may result in additional fees and/or the inability to reserve rental space in the future.

I acknowledge that I have received, reviewed and agree to abide by these Facility Use Guidelines and understand that they are part of the rental agreement.

RENTER(S):

Signature

Date

Printed Name

Title and company/organization

Renter’s Initials _____