

## RENTER'S GUIDELINES

As a non-profit organization, the OCAC does its best to provide low rental rates to individuals, groups and members. In order to minimize costs the OCAC does not have a regular janitorial service or staff hired to maintain the galleries and entrances. As such we ask that room renters ensure that, to a reasonable degree, they clean up after themselves.

### **Art on display during a rental:**

The renter will be responsible for ensuring no damage occurs to any work on display. The renter will be responsible for any damage that may occur.

### **Set up includes:**

Set up any tables, chairs, plinths or other equipment lent by the OCAC or brought in from an external source. Tables are found in Studio B against the far wall; tablecloths are located in the kitchen in the cupboard under the window.

### **Takedown/cleaning includes:**

The items listed above should be dismantled where appropriate and returned to their original locales or if brought from an external source, should be removed from the premises.

The renter will be responsible for sweeping the floors, cleaning the walls and repairing damages that may occur above a reasonable usage. If this is not done, a \$20.00 fee will be charged to the Renter. The OCAC deems what is considered reasonable.

### **Kitchen rentals:**

If renting the kitchen, the renter may use all of the kitchen equipment, but must provide their own foods including coffee, tea, milk and snacks. Kitchen must be left clean and ready for next rental use.

It is the renter's responsibility to clean all dishes that are used by a group/individual during a booking. Staff runs the dishwasher every Friday; this means the dishwasher will be empty or full with clean dishes. If there are very few dishes on a Friday, it will not be turned on and the renter may fill it with what they use. If the dishwasher is full, the renter has two choices 1) empty dishwasher and load their own 2) wash dishes by hand. FOR NO REASON SHOULD ANY DISHES BE LEFT IN SINK AFTER A RENTAL. Coffee carafes should be emptied and rinsed and put on trolley next to fridge. The dishwasher should not be left running when there is no staff in the building.

Disposable serving trays should be removed from the premises; non-disposables should be put on top of the fridge or removed from the premises if not belonging to OCAC. Perishable foods should be removed from the premises.