



Lawn/Stage Rental Policies and Procedures

The Umpqua Valley Arts Association (UVAA) promotes and encourages usage of the Arts Center stage for artistic, cultural or recreational events.

Because the Lawn and Stage area is City of Roseburg property, all Parks Department rules and regulations apply. It is necessary that the Renter agree to observe and comply with all laws, rules and regulations with respect to the use, care and control of the premises.

Reservations are considered firm upon receipt of completed rental agreement and payment in full.

Please read, and initial next to each statement indicating you have read and agree to the following policies and procedures and return the initialed copy to UVAA.

- ____ Cancellation or Change in Reservation Status: If a scheduled event is not being held, or any information changes on the Lawn/Stage Rental Agreement the renter must inform UVAA as soon as possible. Rental fees are refundable for cancellations up to 10 days prior to the event; a \$15 administration fee will be charged. 50% of the rental fee is refundable for cancellations requested less than 10 days prior to the event with the exception of cancellations made within 48 hours of the event which are not eligible for refund.
- ____ Fees: Cleaning and/or security deposit may be required.
- ____ The Renter agrees to survey the area after the event and pickup any debris/garbage left behind from guests.
- ____ The Renter shall not assign the Agreement, sublet, or enter into any other third party agreement.
- ____ Stage rental includes the stage and grassy area on the North side of the building. Electrical use is an option in the terms of use agreement. If water access is needed that can be discussed with the Operations Manager.
- ____ A key to unlock the chain around the stage will need to be obtained through UVAA. You will need to check the key out and return it at the end of your event. Keys will be checked out one (1) working day prior to your event during business hours. The Renter must not loan the key to anyone. The Renter is responsible to lock anything they unlock before leaving the premises. If the key is lost or breaks the Renter must notify UVAA immediately. The Renter will be charged a \$50.00 replacement fee for each lost key(s).
- ____ If you are paying to use electricity, arrangements must be made through UVAA to make sure the outlets are 'live' for your event. The maximum load is 50 amps.

- ____ No vehicles are allowed on the grassy areas, unless approved by the City and UVAA.
- ____ No concessions allowed on the grounds without UVAA approval. Additional fees may apply.
- ____ Renter is responsible to provide port-a-potties for the event. There are no restrooms available for 'stage only' events. The port-a-potties are to be placed on the sidewalk or in the paved parking areas only. **They must be removed by the next business day.** Use of the restrooms in the soccer area may be coordinated through the City.
- ____ UVAA does not provide tables, canopies, chairs, trash receptacles, fencing, or other amenities.
- ____ If you will be charging admission or collecting donations during your event, you will need to get approval from the City. (541-492-6730)
- ____ Smoking or other use of tobacco is not permitted in all City Parks, including the Art Center and its grounds. Please let your guests know.
- ____ All dogs in the park must remain on a leash at all times.
- ____ If loudspeaker or sound system is used, renter must apply to the City of Roseburg for a loudspeaker permit. Sound level maximums will apply.

UVAA reserves the right to use the facilities at any time and the right to restrict or deny usage, in order to provide equal access to the use of the lawn/stage area.