

Classroom Rental

Crossroads Art Centers rents spaces to artists who wish to teach classes. Crossroads markets the classes through email blasts, website, and on flyers.

A \$25 nonrefundable fee is required to reserve a classroom space and to have the classes posted on the Crossroads website and on printed flyers.

Hourly Classes

Classroom space rents for \$20 per hour during regular business and evening hours.

All-Day Workshops

The fee to reserve space for an all-day workshop is \$160 and must be held during regular business hours. This fee is payable upon reservation and is nonrefundable. If the workshop is planned for more than one day, a rate will be quoted individually. For multiple-day workshops where projects are left in the classroom overnight, there is fee of \$60 per night Mondays through Thursdays. Overnight fees for Fridays, Saturdays, and Sundays will be quoted individually.

Class Title

Class Start Date

Class End Date

Class Start Time

Class End Time

Name of Instructor

Address

City

State

ZIP

Telephone

Email

CLASSROOM RENTAL FEE

AMOUNT PAID

DATE

BALANCE

I agree to the above conditions for teaching a class at Crossroads Art Center.

Artist/Teacher Signature

Date

Crossroads Art Center Signature

Date

Classroom Rental

Guidelines for Cleanup

Renters are responsible for maintaining the cleanliness of the rented classroom or workshop space.

1. Please let a Crossroads staff person know if the bathrooms need attention. You are responsible for cleaning any messes made by you or by students.
2. Do not leave any food, drink, or catering supplies in the kitchen, refrigerator, classroom, or elsewhere. All food and drink items must be disposed of properly in the outside dumpsters. A dumpster key is available from the on-duty staff.
3. Appliances that are used by the renters must be cleaned. Wipe the microwave, stove, refrigerator, sink, and any tables that were used. Wipe down all easels and tray tables that were used.
4. Sweep and mop floors if necessary. If unsure, ask!
5. Move tables and chairs to the original configuration. A diagram will be provided for reference. Take any extra chairs and tables back to the area from where they were moved.
6. Move any remaining trash to the outside dumpsters (see above).