

## TACC GUIDELINES FOR USE AND CANCELLATION POLICY:

- The rental contact or organizational representative **must be present** at the facility during all hours of approved use.
- The rental individual or organization **pays for all time spent** in the rented facility including set-up and take down time.
- **Smoking is prohibited** in all arts and culture facilities including the gallery theater and patio.
- **No decorations shall be permanently affixed** in any manner to gallery art, walls, windows, doors, curtains, or adjacent areas. No holes are allowed on any surface.
- **Any damage to art exhibited in the facility or to the facility itself shall be charged to the rental party and can affect future access to TACC (see Notice below).**
- **Absolutely no rice, confetti, glitter, birdseed, piñatas, tabletop sprinkles, open flame candles, or fire** of any kind shall be used on the TACC premises.
- **The service and consumption of food and beverages** shall be confined to designated rental areas; no outdoor eating or drinking is allowed.
- **The area(s) designated on the facility rental form** will be the only area(s) which will be utilized including main floor bathrooms and lobby area.
- **The responsibility of the Manager on Duty (MOD)** during rental use is to open and secure the facility, be visible and responsive to the rental group, and to provide sound or lighting support as needed. The custodian and/or MOD are not onsite for any other duties.
- **The City of Thornton will not be responsible** for any lost or stolen articles during the time of use by an individual, group, or organization.
- **Unusual rowdiness or physical/verbal abuse** to a staff member or patron while on Thornton property can result in immediate termination of facility use.
- **Children must be supervised at all times.** The rental organization or individual will maintain order and propriety for the duration of facility use.
- **Alcohol service and DJ/entertainment must end** a minimum of 30 minutes before the TACC facility rental period ends.
- **No public access is allowed** to the TACC basement at any time. Any violation of this policy will result in termination of facility use.

*Lack of adherence to the above guidelines may result in additional charges to the rental individual or organization, as well as termination of any future use of TACC.*

**NOTICE: Art displayed in the gallery theater remains in place whenever the facility is in use. No art shall be touched, (re)moved, tampered with, or otherwise modified. If TACC staff discover artwork has been changed in any way, the individual or organization's rental deposit shall be doubled and not refunded.**

## CANCELLATION POLICY

If you need to cancel your TACC rental, please note the refund schedule and process below:

- Full refund of fees paid if TACC staff receive written notice of cancellation **30+ calendar days** before rental date
- Partial refund (50%) if TACC staff receive written notice of cancellation **15-29 calendar days** before rental date.
- No refund **14 calendar days or less** before first rental date; exceptions may apply; please check with TACC staff.