

# MARION CULTURAL ALLIANCE / BRICK CITY CENTER FOR THE ARTS GALLERY USE POLICY & RULES AGREEMENT

This document serves as a **mandatory supplement** to the MCA Rental Agreement. All Lessees are required to review, initial, and sign this document prior to their event.

By signing below, Lessee acknowledges that **Brick City Center for the Arts is an active fine art gallery**, and agrees to uphold the highest standards of care, conduct, and respect for the artwork, facility, and staff. **PLEASE INITIAL NEXT TO EACH ITEM NUMBER, OR AT THE BOTTOM OF EACH PAGE.**

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## 1. ARTWORK PROTECTION (**ZERO TOLERANCE POLICY**)

- **ABSOLUTELY NO TOUCHING OF ARTWORK** under any circumstances.
- Lessee is responsible for ensuring that **all guests, vendors, and staff maintain a safe distance from all artwork at all times.**
- No artwork may be moved, adjusted, covered, or relocated by anyone other than authorized MCA staff.
- Any damage to artwork—intentional or accidental—will result in **immediate financial liability** for full repair or replacement value.
- Children must be supervised at all times.

***Violation may result in immediate event termination without refund.***

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## 2. EVENT CONDUCT & ATMOSPHERE

This is a **professional art gallery—not a party venue**. The following are strictly prohibited:

- Excessive noise, disruptive behavior, or unsafe activity
- Running, jumping, or crowding within gallery spaces
- Any activity that creates risk to artwork or guests

***MCA reserves the right to determine what constitutes inappropriate or unsafe behavior.***

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## 3. DECORATIONS & INSTALLATIONS (**IMPORTANT!**)

- **Nothing may be attached to walls, ceilings, floors, or fixtures without prior consent from the MCA Events Coordinator**
- No nails, tape, command strips, adhesives, or hanging devices
- No freestanding décor that obstructs artwork or pathways

### **Strictly Prohibited:**

- Glitter, confetti, sequins, rice, petals, or similar materials
- Bubbles, fog machines, smoke effects
- Candles or open flames of any kind

***Unauthorized décor will be removed immediately and may result in additional fees.***

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## 4. FOOD, DRINK & ALCOHOL CONTROL

- All food and beverage service must remain **contained and controlled**
- No food or drink may be placed on or near artwork
- Spills must be cleaned immediately by Lessee

Alcohol service requirements:

- Lessee is fully responsible for **monitoring consumption**
- No service to minors or visibly intoxicated guests
- MCA reserves the right to **shut down alcohol service at any time**

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## 5. SUPERVISION & SECURITY

Lessee is fully responsible for:

- All guests, vendors, caterers, and event staff
  - Monitoring behavior throughout the entire event
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## 6. VENDOR & EQUIPMENT CONTROL

- All vendors must comply with MCA rules
- Delivery and pickup must occur within approved rental times, unless previously discussed
- No equipment may block exits, artwork, or walkways

*Lessee assumes responsibility for **all vendor actions and damages***

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## 7. FACILITY USE RESTRICTIONS

- No smoking anywhere on premises (including courtyard and entrances)
  - No pets (except certified service animals)
  - Kitchen is for **staging only** (no cooking permitted)
  - **MCA property (gift shop, piano, fixtures) may not be moved or used without permission**
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## 8. CLEANLINESS & RESTORATION

Lessee must return the space to its original condition, including:

- Removal of ALL trash, food, and materials
- Cleaning of spills and surfaces
- Removal of all décor and rentals

*Failure to comply will result in **cleaning fees and potential forfeiture of deposit***

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## 9. TIME ENFORCEMENT

- Event must end at agreed-upon time
  - Breakdown must occur within rental window
  - Overtime will result in **additional hourly charges** (\$200 per hour)
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## 10. ENFORCEMENT & TERMINATION

MCA reserves the right to:

- Enter and monitor the event at any time
- Issue warnings for violations
- **Immediately terminate the event without refund** if rules are violated

This includes (but is not limited to):

- Risk to artwork
  - Unsafe guest behavior
  - Failure to follow staff direction
  - Alcohol misuse
  - Damage to facility
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## 11. FINANCIAL LIABILITY

Lessee agrees to be fully responsible for:

- Damage to artwork
- Damage to building or property
- Additional cleaning or repair costs

*All costs will be billed to Lessee and must be paid promptly.*

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## ACKNOWLEDGMENT

I, the undersigned Lessee, acknowledge that I have read and understand the MCA Gallery Use Policy and agree to enforce all rules with my guests, vendors, and staff.

I understand that failure to comply may result in **immediate event termination, financial penalties, and forfeiture of all payments.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Event Name & Date:** \_\_\_\_\_