

203 North Church Street
Marion, Virginia 24354
276-378-5028



THE HENDERSON

Wayne C. Henderson School of Appalachian Arts

The Henderson Rental Agreement

Instructor: _____ Rental Date: _____
Course Name: _____ Room/Studio: _____
Cell Phone: _____ Work Phone: _____
Address: _____
Email: _____ Instructor Website: _____
Half Day: _____ Full Day: _____ Studio: _____ Classroom: _____

Studio/Classrooms

The Henderson has four Studio/Classrooms available for workshops, lectures, or classes (formal or informal). An instructor can choose to rent a room or a studio for a proposed class rather than to have The Henderson sponsor a proposed workshop or class. Instructors pay in advance to reserve the room. There is no refund for cancellations because we have held that space for your specific event. The instructor is in charge of all logistics; The Henderson provides only the space for the event or workshop.

In classroom rental, the instructor will be responsible for:

- marketing their own class,
- class supplies
- collection of their class fees
- clean-up

Classrooms

Classroom Rental: Half Day (up to 4 hours) \$20/half day

Classroom Rental: Full Day (up to 8 hours) \$40/ full day

Classroom Rentals with low maintenance facilities would include:

- Room 117: Painting and Drawing Studio
- Room 107: Arts & Crafts Studio
- Room 109: Quilting & Sewing Studio
- Room 120: Music Room/Weaving and Fiber Arts Studio

Studios

Studio rental includes studios where an instructor will be using our facilities and our equipment to teach a class or a workshop. It is also possible that an artisan may want to rent the studio for the day if they want to use it for their own artistic purposes.

In studio rental, the instructor will be responsible for:

- marketing their own class,
- class supplies
- collection of their class fees
- clean-up

Studio Rentals with specified equipment and maintained facilities would include:

- The Burke Print Shop*
- Room 120 Weaving and Spinning
- Woodshop*
- Lutherie*

These studios require a certificate of safety and signed contract indicating that the artisan has been instructed on the safety and use of the equipment.

Property Damage: Renters are held responsible for damage to facility or property during the period of the rental agreement.



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CANCELLATION:

Contracts between the instructor and THE HENDERSON require that _____ days notice be given by either party if the service is to be cancelled or dates changed. Rental fee is non-refundable and due prior to day of class. Please remit at least two weeks prior to event.

HOLD HARMLESS:

THE HENDERSON shall be held harmless for any injury, loss, damages, or expenses of any nature sustained by the instructor in the conduct of any workshop or class or in the execution of any duties or obligations pertaining to this Agreement.

CONTRACT ADDENDUM:

If contract is to be extended beyond the above-agreed amount of time, payment cannot be made unless both parties sign a new contract before the additional time is worked.

INDEPENDENT CONTRACTOR STATUS:

The Instructor and THE HENDERSON have reviewed and considered the Project Description below and agree that the Instructor is an independent contractor and not an employee of THE HENDERSON. The Instructor is responsible for all insurance (worker's compensation, unemployment, etc) and all payroll related taxes. The Instructor is not entitled to any employee benefits. THE HENDERSON agrees that the Instructor shall have the right to control the manner and means of accomplishing the result contracted for herein.

Instructor:

print name

signature

date

Catherine Schrenker Poole
Executive Director, The Henderson

signature

date