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The Henderson Room Agreement

Instructor: _____ Rental Date: _____

Course Name: _____ Room/Studio: _____

Cell Phone: _____ Work Phone: _____Email: _____

Address: _____

Instructor Website: _____ Half Day: _____ Full Day: _____Studio: _____ Classroom: _____

Space Rental Obligations
The Henderson has five studios and multiple 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 and is in charge of **all** logistics or fill out the Instructor Agreement form for a 70/30 split of revenue. With a room agreement, The Henderson provides only the space for the event or workshop. Workshops and classes will be posted in The Henderson's monthly newsletter and website calendar. It is up to the Instructor to supply necessary information for newsletter/calendar and market and push their own classes, unless otherwise coordinated with the director..

The instructor will be responsible for:
- marketing their own class
- signing up and tracking of students
- class supplies
- collection of their class fees
- clean-up and following COVID protocol

General Purpose Rental for Instructors

Half Day (up to 4 hours)	$25/half day (plus VA sales tax)
Full Day (up to 8 hours)	$50/ full day (plus VA sales tax)

Studio Facility Rental for Individuals
It is possible for an artisan to rent the studio for the day if they want to use it for their own artistic purposes. These spaces would include Letterpress, Pottery, and Fiber. Cost is per person. In studio rental, the artisan will be responsible for clean-up and following COVID protocol.

Studios: Pottery,* Letterpress, Fiber

Studio Rental:	Half Day (up to 4 hours)	$45/half day	Studio Rental:	Full Day (up to 8 hours)	$90/ full day

*Pottery students must purchase clay fro The Henderson to insure we stay consistent with our firing practices. These studios also require a certificate of safety and signed contract indicating that the artisan has been instructed on the safety and appropriate use of the equipment.

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

Rental Liability Waiver: The renter shall acknowledge that The Henderson is not responsible for any liability in the event of illness or injury to any person or damage to any property during the period of the rental agreement.

By signing this contract you agree to all terms:

_____/_____/_____/_____/

Signature Date Total Due