



**Welcome!**

**RESERVATION and USAGE POLICIES**

**We're happy you've chosen our space, which was designed with you and your creative work in mind! Create Community prides itself on creating a welcoming, professional, creative, and useful environment for your work or event. In order to keep Create Community as a unique, multi-use space, we ask you to abide by the following policies and join us in maintaining a comfortable environment.**

**RENTAL TERMS:** Agreement with [ Name of renter ]

**Rate of \$50/hour for use of the large bamboo floor space, community room, and kitchen.**

**Date of EVENT:**

**Total hours (including set up and cleanup) [ Time range ]**

**Total rate:**

**RENTAL RATES:** We've worked hard to ensure flexibility in our payment structure. Please speak to Drena or Dana if you have any questions about your specific situation. Rental rates will be relayed to you at the time of reservation booking. Rental rates are subject to change.

**RESERVATIONS PROCESS:** To reserve your space, please pay a 50% deposit.

Credit card payments: <https://nycreativetherapists.com/online-payment>.

We can also accept cash, checks, and with venmo (@realarttherapy). For events of more than twenty (20) persons, we require a credit card to be on file during the entirety of your event.

**CANCELLATION POLICY:** For reservations that are under fifteen (15) hours total, cancellations and amendments may be made three days prior to the start date of your booking (e.g., Monday morning for any Thursday morning booking) with no penalty. For reservations that are over fifteen (15) hours total: cancellation is seven days prior to the start date of your booking and will incur a 15% nonrefundable fee. Cancellations less than 7 days time incur a 100% cancellation fee.

**CREATE COMMUNITY STAFFING:** We do not schedule staff to be present when there are renters utilizing the space. You and your guests or clients are solely responsible for letting yourself in, setting up, cleaning up (leaving it as you found it), and locking on your way out.

**KEEP IT NICE:** Help us keep the Create Community space beautiful and clean. Please refrain from any activities that could potentially damage the floor, walls or lighting - including dragging furniture. If you wish to attach decorations or signage to the walls, please use masking tape or painters tape to minimize the likelihood of paint removal. Please only use removable painters tape when marking the floor. If you accidentally damage something, or notice that something is damaged, please tell us right away. Please return all chairs and tables to their original locations in the space. Please sweep clean (broom is in slop sink closet in the Community Room) and leave the space as you found it when you arrived.

**KEEP IT CLEAN:** Please remove all trash. Large containers are located outside the front entrance. We have mixed recycling. Please place all cardboard, paper, plastic, foil, etc in the recycling container outside.

**KEEP IT SAFE:** We do not permit open flame, pyrotechnics, spray painting or other art materials that require ventilation systems. Please take care of your valuables. Create Community bears no responsibility for lost or stolen items during your time in our space.



**CHILDREN AND ANIMALS:** Please no unsupervised children under the age of 11. Pets will be considered on a case by case basis.

**SMOKE-FREE FACILITY:** Create Community is a smoke-free facility. Our space is not equipped with sprinklers. There are three (3) fire extinguishers located in these locations: 1. Under the kitchen sink, 2. In the front entrance, 3. Right inside the furnace room. If smoking materials are discarded in planters, sidewalks or grounds, an extra cleanup charge will be imposed.

**INJURY/ACCIDENT RELEASE:** By signing this document, the undersigned person/company representative understands that use of Create Community may expose participants in your event(s) to activities and equipment which can cause accidents and injuries. The undersigned does hereby release, waive, discharge, indemnify, and hold harmless New York Creative Arts Therapists PLLC (dba as Create Community), its directors, officers, employees and agents, from and against any claim for damage, injury, loss or death by the undersigned or from participants in their event(s), and has informed the participants that the undersigned is solely and exclusively responsible for any damage, injury, loss or death while on the premises at 11 Peekskill Road, Unit #4, Leaseholder: New York Creative Arts Therapists PLLC.

**PROMOTIONS AND COPYRIGHT:** It is important to us that you have a fantastic and successful event. Should Create Community be engaged in the promotion or co-production of your event, it is imperative that we see and approve all marketing messages and communications prior to posting on social media. We are happy to provide professional created images and logos for promotional needs. We also reserve the right to take pictures of your event and use them for our marketing and promotional purposes. Client Initials \_\_\_\_ Date: \_\_\_\_\_ N/A for private parties.

**SPREAD THE WORD:** Lastly, please insure that all participants in your event are aware of these policies, as you will be held responsible for them. Also, while you're here, feel free to check-in on Facebook or Instagram to spread the love.

**Thank you for your consideration and courtesy. We hope you enjoy the space!**

I have read the entirety of the New York Creative Arts Therapists PLLC (dba Create Community) Reservation and Usage Policies, and understand them fully. I agree to abide by all of its stipulations singularly and collectively for any and all reservations I may make. I take responsibility for all violations, either by myself or my event participants, of the Reservation Policies, including fees, penalties, and property damage that may occur during my rental period(s). I certify that I have full authority to sign this release and authorization.

Print name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

