

## **Northside Artspace Lofts** **Space Usage Acknowledgement**

Hello, neighbor!

This note acknowledges your request to use the NAL community room and kitchen.

You are confirmed to use the space as you described. Please remember you are responsible for all activities during the time of your usage, including the behavior of your guests. Signing this document means you will adhere to the following guidelines and accept consequences for failure to do so. Consequences may include lease violations, fees (Page 5 Section 11 of the Lease Agreement and Page 16 Section H of the Resident Handbook), and limitations on future space usage.

- ☐ Use of this space requires that the space be cleaned according to the posted cleaning list and returned to its original condition immediately following the event. This includes disposal of trash to the dumpster and removal of all personal items. The user is liable for the cost of repair or replacement for any chairs, tables, or other common property that are damaged during use. The user is also responsible for repairs to wall surfaces damaged during the usage. IF the user fails to correct noted issues they will be charged a \$100 fine and not allowed to use the space for six months.
- ☐ Event **and** clean-up must conclude by 10 p.m.
- ☐ Only permit ***your own*** guests and visitors to enter the building. Do not allow anyone else to follow them through the entry door. **Residents and their guests may not prop open any entry or exit door.**
- ☐ Neither residents nor guests may consume alcohol on the grounds or common areas of our building.

Your Name: \_\_\_\_\_ Unit #: \_\_\_\_\_

Event date: \_\_\_\_\_ Event time: \_\_\_\_\_

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

### **PLEASE RETURN THIS SIGNED FORM TO THE METROPLAINS MANAGEMENT OFFICE**

NOTE: All exhibitions and events in community spaces must NOT violate Artspace's standards. Artspace as a matter of course prohibits the exhibition or performance of works of art that endorse hatred, violence, or discrimination against people in those protected classes including but not limited to race, color, age, religion, sex, gender, physical or mental disability, familial status, veteran status, genetic information, citizenship, or national origin or ancestry.