Community Room Rental Agreement

TERMS OF SERVICE

By renting the Community Room from Arts District Los Angeles ("ADLA"), you agree to comply with these Terms of Service. Please review the following policies carefully. Please contact (213) 327-0979 for assistance.

ELIGIBILITY

- The renter must be at least 18 years old. The space may not be sublet or assigned to an other party.
- The Community Room's hours of operation are Monday to Friday 9AM to 9PM.

BOOKING AND PAYMENT

- Bookings can be made on **ArtsDistrictLA.org/CommunityRoom**
- Reservations must be made at least 10 days in advance.
- Payments are non-refundable unless cancellation is made at least 24 hours in advance.

USE OF SPACE

- The space may only be used for the agreed-upon purpose.
- Any activities that violate local laws or regulations are prohibited.
- The renter is responsible for ensuring all guests comply with these terms.
- ADLA reserves the right to refuse to allow use of the space by anyone and for any person in its sole and absolute discretion.

FACILITY RULES

- No smoking, illegal substances, or open flames are permitted.
- The renter must leave the space clean and return it to its original condition.
- If food or drink is left in the room, a cleaning fee of $200 may apply.

LIABILITY AND DAMAGES

- The renter is responsible for any damages that occur during the rental period.
- ADLA is not liable for any personal injury, lost items, or damages to personal property.

CANCELLATION AND REFUNDS

- Cancellations made 24 hours before the event will receive a partial refund.
- No refunds will be given for cancellations made less than 24 hours before the event.

TERMINATION OF RENTAL

- ADLA reserves the right to terminate a rental agreement if the renter violates these terms, without a refund.

AGREEMENT

- By booking the space, you acknowledge that you have read and agree to these terms.

Rentee Signature **Date**

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CONTRACT

Rentee Full Name

Email Address **Phone Number**

Organization Name

Event Name **Event Date**

Please give a short description of your event:

Rentee Signature **Date**

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FEE LIST

Event Period	Event Fee
Hourly	$100
For the day	$800

FOR COMMUNITY MEMBERS AND NONPROFITS

Event Period	Event Fee
Hourly	$50
For the day	$500

Amenities
Wi-Fi
Audio/Visual
Restroom
Chairs/Table