



## Community Arts Hall Usage Details

### **RENTAL FEE:**

Rental Fee must be paid 2 days prior to event

Up to 4 hr: \$50

Up to 6 hr: \$75

More than 6 hr: \$100

**COVID POLICY:** For everyone's health and safety we are following the following COVID policies for everyone entering Carpenter Barn.

- Everyone who is in the class/group must be vaccinated.
- Masks are appreciated, but not required for your time in the barn.
- If you are symptomatic, or have a known exposure, please do not come to the class.
- If you are renting the Barn, it is your responsibility to make sure your group follows these protocols.

**PARKING:** There is no parking adjacent to the barn. You may park temporarily, (with flashers on) in front of the barn & pull into the overhang off of the main road. You may unload supplies here, or if you are handicapped, you may be dropped off here. If there are any issues with accessibility, please text Liz at time of registration 315-744-7465 or email [lizluriecb@gmail.com](mailto:lizluriecb@gmail.com).

**TIME:** You are responsible to be in and out of the barn for the time you have rented it. Reserve the Barn with a realistic amount of time allotted for set up and breakdown. Please be aware there may be something scheduled in the Barn before or after your event if you have not scheduled for the entire day and night.

**NOTE:** Carpenter's Barn must close by 10PM. Please plan your time accordingly.

**CLEAN UP:** There are brooms, dust pans, mops, scrapers and cleaning materials in the office or in the shelving units by the sink. Please make sure all tables and chairs are put back along the walls and all materials put neatly away before you leave. Please let Liz know if the garbage is full. If painting with materials that will stain the tables, please put the kraft paper down. This will be in the office or on the shelves by the sink. Make sure to sweep or mop.

**SIGN IN:** There will be one table with a sign in sheet. We ask that the leader of your group sign in.

**LASTLY,** we hope you enjoy the space and have a wonderful time!