

MIDWEST FILM FACTORY RENTAL AGREEMENT

Thank you for renting the Midwest Film Factory (MWFF) to create your project.

Renters will nominate one contact person (the renter) who is responsible for the rental. The contact person must provide state issued photo ID and sign the rental agreement. The renter must provide a credit or debit card for electronic payment of any overages or assessed damages. The minimum damages assessment will be \$250.

People and equipment must be kept at least 3 feet from the bottom of the cyc walls. Any damage to the cyc walls will be assessed and fees will be collected at the end of the rental.

There is no smoking, no beverages, no food and no drugs inside MWFF studio A or B. Animals may be admitted if part of the renter's project, with prior review and approval by MWFF management. Beverages and food may be consumed in the rest area at the back of the building. Smoking will not be tolerated within 100 feet of the MWFF and drug use will not be tolerated at all. Children under the age of 16 must be supervised by an adult parent or guardian. Open flame, fire or pyrotechnics are prohibited at all times.

All MWFF equipment is to be signed for by renter and signed back by MWFF staff.

Wi-Fi is available upon prior request for an additional fee of \$5 per hour, charged in half hours.

The MWFF is not a rehearsal room. It is to be used for active video or recording sessions only unless previously agreed by MWFF management.

Discard all trash, clean up all areas used and remove all personal possessions. If MWFF is not satisfactorily returned to the condition it was in prior to rental by the renter, a clean-up fee of \$150 will be charged and collected at the end of the rental.

Please vacate the MWFF by the end of the rental period. There will be a levy of \$100 per hour for any overages, charged in 15 minute increments.

MWFF accepts no liability for injury, loss or damage caused during the use of the MWFF facilities.

The renter is solely responsible for any legal infractions the renter or members of the renter's party may make while at MWFF. The renter agrees to be responsible for the conduct and well-being of the renter and the renter's party while at MWFF. The renter understands that if MWFF staff or appointees observe any dangerous, negligent, illegal or inappropriate practices during the rental MWFF reserves the right to stop the rental and require the rental party to leave the premises. No refund will be given in such circumstances. The renter agrees that MWFF is not obliged to act and assumes no responsibility to act in such circumstances.

It is the renter's responsibility to carry any and all insurances they may need, including but not limited to liability insurance. The renter is responsible for obtaining any releases or permissions required for their rental.

In the event MWFF becomes inoperable due to an unforeseen circumstances such as a tornado, blackout etc. MWFF will negotiate re-scheduling of any remaining studio time with the renter.

The MWFF facilities are not to be used for illegal, disreputable, discriminatory, pornographic or other questionable purposes, nor are they to be used to create material of such nature. MWFF reserves the right to observe renter's use of MWFF and to review footage upon demand during the rental period. MWFF accepts no liability arising from the creation and dissemination of illegal, disreputable, discriminatory, pornographic or other questionable material arising from the renter's use of MWFF.

RENTAL CONTRACT

Rental Date: _____ From: _____ To : _____ Hours: _____

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Rental Contact Person: _____

Representing: (list names of persons participating during the rental session)

Contact Phone: _____ Email: _____

Address: _____

Project: _____

See separate list prepared on the day of rental for any MWFF equipment used.

I acknowledge that the rental fees paid are non-refundable.

Signed: _____ Date: _____

(Print name)

