



Rentals @ Riverside Renter Policies - 2026

RAC General Rental Policies

1. To submit a rental request, [please fill out this rental inquiry form](#). Please allow 1-5 business days for a response.
2. Riverside Arts Center is dedicated to providing rental opportunities to individuals and groups that align with our mission to offer, promote, and nurture dynamic arts and cultural programs through arts education, performing arts, visual and fine arts activities that serve and engage the community in Ypsilanti, Washtenaw County, and the surrounding area. Generally, rentals to individuals, groups and organizations should involve visual arts, performance arts, and other forms of artistic expression.
3. Community events that do not fall within Riverside's mission will be considered on a case to case basis.
4. Riverside does not currently accept private event rentals, partisan political, or religious events. Examples include but are not limited to: private birthday parties, weddings, private receptions, graduation celebrations, funerals, private galas, private mixers, mixers and galas for for-profit entities, partisan political campaign events, church services, religious study groups. This list is non-exhaustive.
5. Riverside Arts Center can provide staff member assistance for events upon request. Staff member assistance for the duration of your event can be provided at a rate of \$30 per hour - scheduled based upon availability. Examples of this include things such as basic A/V operations, on-sight event coordination, etc. Riverside Arts Center does not provide catering services.
6. Please submit your rental request at least two weeks prior to your proposed rental date(s), as the onboarding process might take a few days to complete. Short-notice rentals may not be able to be accommodated. New rentals are available on a first-come first serve basis.
7. Renters are discouraged from beginning to promote their rental until they have confirmed all details with the Rental and Facilities Coordinator and have returned their signed rental agreement.



8. Please request additional tables/linens/chairs at least a week in advance of your event. (You can find information about what each space has available on <https://www.riversidearts.org/rent-space/> or our [rental inquiry form](#). Last minute requests for additional tables/chairs/linens will incur an additional fee.

9. RAC Staff manages rentals for all spaces in our facilities except for the RAC Theater. The RAC Theater rentals are managed by two of our volunteer board members.

10. We begin renting the RAC Theater in May/June for the next calendar year. Priority is first given to long-time renters and returning renters, for week-long rental periods, then priority is given to new renter requests.

11. Security deposit

11.1. A \$100 refundable security deposit is required for the duration of a single-space rental (excluding the theatre and gallery).

11.2. A \$150 refundable security deposit is required for the theatre, gallery, and multi-space events.

11.3. The security deposit is due upon signing your rental agreement contract.

11.4. The security deposit will be refunded within 7 days after the end of your rental period pending the fulfillment of the rental agreement.

12. Rental Payment

12.1. For short term rentals, rent is due 14 days prior to the start of your rental period. If the payment is not received within 14 days prior to the start of your rental period, we hold the right to cancel your reservation.

12.2. If arrangement for a rental is made within a 14 day period leading up to the start of your rental period, rent is due upon the signing of your rental agreement. If the payment is not received upon the signing of your rental agreement in this case, we hold the right to cancel your reservation.

Alcohol Policy For Rental Events

Alcohol may be served, sold, or otherwise provided at a renter's event at Riverside Arts Center ("RAC") only with RAC's prior written approval and only in strict compliance with this Agreement, RAC policies, and all applicable federal, state, and local laws and regulations.



1. Required Permits, Insurance, and Certifications

As a condition to any approval to serve alcohol, the renter must obtain, at the renter's sole cost, and provide proof to RAC staff no less than ten (10) business days before the event date, of all of the following:

- a. **Temporary Liquor License.** A valid temporary liquor license (or equivalent permit) issued by the appropriate governmental authority for the date(s), time(s), and location of the event, authorizing the planned alcohol service (including sale, if applicable).
- b. **Event Liability Insurance.** Event liability insurance covering the event (including alcohol-related liability/liquor liability, if applicable or available) with limits of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate, or other minimum limits as agreed to by RAC.. The policy must: (i) name RAC and its directors, officers, employees, agents, and volunteers as additional insureds; (ii) be primary and non-contributory to any insurance maintained by RAC; (iii) include a waiver of subrogation in favor of RAC to the extent permitted by law; and (iv) be evidenced by a certificate of insurance and any required endorsements.
- c. **Bartender TIP Certification.** Proof that each individual who will serve alcohol at the event (including any bartender or server provided by the renter or a third-party vendor) holds current bartender responsible service training/certification (including TIP certification or a substantially equivalent program approved by RAC).

2. Submission Deadline; No Alcohol Without Approval

If the renter does not deliver complete and acceptable proof of each item listed above at least ten (10) business days before the event, alcohol will not be permitted at the event unless RAC expressly agrees in writing. RAC may require additional documentation or impose reasonable conditions related to alcohol service.

3. Operational Requirements

The renter will ensure that: (a) alcohol is served only by certified servers; (b) no service is provided to minors or visibly intoxicated persons; (c) any required wristbanding/ID-check procedures are implemented; (d) alcohol remains within areas approved by RAC; (e) Self-service of alcohol by attendees is



strictly prohibited; and (f) all alcohol service ends by the time specified by RAC or required by law. RAC staff may require alcohol service to be paused or ended if RAC reasonably believes continued service creates a safety or compliance risk.

4. Indemnity; Responsibility

The renter is solely responsible for alcohol service at the event and for the acts and omissions of its employees, volunteers, contractors, vendors, and attendees related to alcohol. The renter will defend, indemnify, and hold harmless RAC from and against any claims, liabilities, damages, losses, fines, penalties, and expenses (including reasonable attorneys' fees) arising out of or related to alcohol service at the event, except to the extent caused by RAC's gross negligence or willful misconduct.

5. Remedies

Any violation of this Alcohol Policy is a material breach. RAC may, in addition to any other remedies, require immediate cessation of alcohol service, end the event, and/or require the renter and attendees to vacate the premises. The renter will not be entitled to any refund (full or partial) if RAC cancels the event or ends the event early due to any violation of this Alcohol Policy or any alcohol-related safety or compliance concern.

Renter Non-Endorsement

1. Riverside Arts Center ("RAC") makes its facilities available for rent to independent third parties. The renter's event is independently organized and operated by the renter, and the renter is not an agent, partner, joint venturer, or representative of RAC.
2. RAC does not sponsor, control, or endorse the renter, the event, or any views, opinions, statements, messages, programs, activities, content, or materials associated with the event, including any political, religious, social, or other values (collectively, "Renter Event Positions"). The renter will not state or imply, and will ensure its personnel, speakers, exhibitors, volunteers, and attendees do not state or imply, that RAC sponsors, approves, or endorses any Renter Event Positions.



3. If requested by RAC, the renter will include in the event's promotional materials and at the event entrance (or other location reasonably designated by RAC) a disclaimer substantially in the following form: "This event is independently organized by [RENTER], through the Rentals @ Riverside Program. Riverside Arts Center provides space for community use and does not sponsor or endorse any views expressed by renters. Failure to comply with this request by RAC is considered a material breach.
4. RAC may require the renter to remove or correct any use of RAC's name, logos, or trademarks, or any statement or implication of endorsement, and the renter will promptly comply at no cost to RAC.

Discretion to Refuse Rentals; Cancellation; Refunds

1. Riverside Arts Center ("RAC") may, in its sole discretion, accept or decline any request to rent or use RAC facilities, and RAC is not required to provide a reason for any refusal or non-approval.
2. RAC may cancel a confirmed rental reservation or event by written notice to the renter at any time. Whether the renter will receive a full refund, partial refund, or no refund will be determined by RAC in its sole discretion based on the reason for cancellation, including (as applicable) safety or security concerns, threats or harassment directed at RAC, its staff, patrons, or the public, anticipated or actual violation of the Renter's signed Rental Agreement or RAC policies, misrepresentations by the renter, nonpayment or chargebacks, damage to RAC property, failure to obtain required permits or insurance, or other circumstances RAC reasonably determines may expose RAC to legal, reputational, operational, or financial risk.
3. If RAC cancels for the renter's breach of their signed rental agreement, violation of RAC policies, or misrepresentation, the renter will not be entitled to a refund and will remain responsible for any additional amounts owed to RAC and any damages or costs incurred by RAC in connection with the reservation or event. If RAC cancels for reasons not caused by the renter's breach, RAC will determine the appropriate refund (if any) after taking into account RAC's non-recoverable costs and any third-party costs already incurred in support of



the reservation or event. RAC may exercise this discretion before or during the rental period.

Renters may not advertise, promote, publicize, sell tickets to, collect RSVP's, or otherwise market a proposed event at Riverside Arts Center ("RAC") (including by using RAC's name, address, photos, or logos, listing RAC as a venue, creating ticketing pages, sending invitations, issuing press releases, or posting on social media) until (a) the rental agreement has been fully executed by the renter and RAC, and (b) RAC has received the required security deposit in cleared funds (the "Confirmed Booking").

Any advertising or promotion before a Confirmed Booking is a material breach. RAC may require the renter to immediately remove or correct any advertising or promotion, and in certain cases, RAC may cancel the reservation or refuse future rentals without liability.

Lock Out Policy

Renters are responsible for maintaining access to their rented space during their rental period and are encouraged to plan and make arrangements to avoid lockouts.

- Riverside Arts Center will provide one courtesy after-hours unlock per calendar year at no cost
- Any additional after-hours access requests will incur a service fee
- The standard after-hours unlock fee is \$50 per call
- Applies to evenings, weekends, or any time staff must come in specifically to provide access
- Late-night requests, defined as calls between 10pm and 8am, will incur a \$75 fee per call
- If a renter requires more than three after-hours unlocks within a twelve-month period, Riverside may increase the fee for future calls to \$75 or require the artist to arrange a self-managed access solution, such as a lockbox or duplicate key



Cancellation Policy for Studio Rental

*****Theater Rentals have a separate cancellation policy*****

We understand that plans can change, and sometimes it's necessary to cancel or reschedule a studio rental booking. To ensure a fair and consistent approach for all our clients, we have established the following cancellation policy:

1. Studio and Gallery Cancellation Notice:

- 1.1. Clients are required to provide a minimum of 14 days notice for cancellations or changes to their studio rental booking when possible.
- 1.2. Cancellations made within 14 days of the scheduled rental period will be subject to the cancellation fees outlined below.

2. Studio and Gallery Cancellation Fees:

- 2.1. Cancellations made at least 14 days prior to the scheduled rental period will not incur any cancellation fees, and may receive a 100% refund.
- 2.2. Cancellations made within 14 days of the scheduled rental period would be charged 50% of the full rental amount.
- 2.3. Cancellations made less than 7 days prior to the scheduled rental, as well as no-shows, will result in forfeit of the deposit and be charged the full rental amount. (Please see 5 and 7 for cancellations due to special circumstances.)

3. Studio and Gallery Rescheduling:

- 3.1. Clients who wish to reschedule their rental booking may do so with a minimum of 14 days notice at no additional charge, subject to availability.
- 3.2. Rescheduling requests made within 14 days of the scheduled rental period may be accommodated, subject to availability, but will not exempt the client from applicable cancellation fees if the original booking is not used.
- 3.3. Rentals can be rescheduled one time. After that the rental is canceled and must be rescheduled as a separate rental.

4. Studio and Gallery Refunds:

- 4.1. Refunds for cancellations will be processed within 7-10 business days from the cancellation date.
- 4.2. Refunds will be issued using the same payment method used for the original booking.



5. Studio and Gallery Force Majeure:

5.1. In the event that circumstances beyond a client's control, such as severe weather, natural disasters, or other unforeseen emergencies, prevent them from using the rental studio, exceptions to the cancellation policy may be considered. Documentation may be required to support such claims.

6. Studio and Gallery Communication:

- 6.1. All cancellation or rescheduling requests must be made in writing.
- 6.2. It is the client's responsibility to ensure that the cancellation or rescheduling request has been acknowledged by our team.

7. Studio and Gallery Special Considerations:

- 7.1. For long-term or recurring bookings, a separate cancellation policy may be negotiated and outlined in the rental agreement.
- 7.2. Clients with a history of timely cancellations and adherence to the policy may be granted leniency in exceptional cases, subject to management's discretion.

8. Property Damage and Liability

- 8.1. Renter assumes responsibility for damage to Riverside Arts Center property.
- 8.2. Items damaged must be reported, replaced, and/or paid for in full by the renter within a reasonable amount of time to be agreed upon with RAC staff.

By adhering to these policies, we aim to maintain a fair and transparent approach to studio rental cancellations and rescheduling, ensuring a positive experience for all while effectively managing our resources. Please feel free to reach out to our team if you have any questions or need further clarification on our policy: info@riversidearts.org.