

Catalyst Training Center Space Rental Agreement

This Space Rental Agreement ("Agreement") is entered into by and between **Catalyst Training Center** ("Owner") and the undersigned individual or organization ("Renter").

1. Spaces Covered

This Agreement applies to the following rentable spaces at Catalyst Training Center:

- **Downstairs Studio Space** (approximately 350 sq. ft.)
- **Upstairs Event Space** (approximately 750 sq. ft.)

The specific space(s) being rented will be indicated at the time of booking.

2. Purpose of Use

The Renter agrees to use the rented space solely for the following purpose(s):

Any use outside of the stated purpose must be approved and a modified rental agreement completed.

3. Rental Date(s) and Time(s)

Rental Date(s): _____

Start Time: _____ End Time: _____

Rental fee includes 15 minutes of setup and cleanup time unless otherwise agreed upon in written communication.

4. Rental Fee

The Renter agrees to pay the following rental fee: \$_____

Payment is due **prior to the rental date** unless otherwise agreed upon in writing. Failure to submit payment may result in cancellation of the reservation.

6. Cancellation Policy

- Cancellations made 7 days prior to the rental date may be eligible for a refund.
- Cancellations made after this period may forfeit all or part of the rental fee.
- Owner reserves the right to cancel due to emergencies or unforeseen circumstances, in which case the Renter will be notified immediately and fees paid will be refunded.

7. Care of Space

The Renter agrees to:

- Leave the space in the same condition as it was found
- Clean up all materials, trash, and personal belongings (trash can be left bagged for the Owner to dispose of)
- Respect all equipment, furnishings, and community policies

Any damage caused by the Renter or their guests is the responsibility of the Renter.

8. Prohibited Activities

The following are not permitted unless explicitly approved in writing:

- Smoking, vaping, or illegal substances
- Open flames
- Activities that pose a safety risk
- Excessive noise beyond agreed hours

Owner reserves the right to end the rental immediately if these terms are violated.

9. Liability and Indemnification

The Renter assumes all responsibility for participants, guests, and personal property during the rental period. Catalyst Training Center is not responsible for lost, stolen, or damaged items.

The Renter agrees to indemnify and hold harmless Catalyst Training Center, its staff, and representatives from any claims, damages, or liabilities arising from the use of the space.

10. Accessibility and Inclusivity

Catalyst Training Center strives to be an inclusive and affirming space. Renters are expected to uphold respectful and inclusive conduct toward all participants, staff, and guests.

11. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan.

12. Entire Agreement

This Agreement constitutes the entire understanding between the parties and supersedes any prior discussions or agreements.

13. Signatures

By signing below, the parties agree to the terms outlined above.

Renter Name (Printed): _____

Renter Signature: _____ **Date:** _____

Catalyst Training Center Representative: _____

Signature: _____ **Date:** _____