



West Michigan Center for Arts + Technology
614 First Street NW Suite 300 Grand Rapids, MI 49504

WMCAT is an innovative, creative, and collaborative place. We offer the following facility rental options to share our space with you. Proceeds from facility rentals support our mission to provide equitable access to opportunity for young people and adults.

SPACE OPTIONS:

Training Room (\$100.00/hr)

The training room is suitable for meetings, staff retreats, trainings, workshops, and presentations. There are three projection screens and it is able to accommodate up to 18 at tables, 20 max. The space is meant for active meetings with standing-height, white-board-topped tables, metal stools for seating. The Training Room has two garage doors that can close for privacy or open into the Gathering Space and/or the Town Hall for a combined event space.

Training Room + Town Hall (\$150.00/hr)

In addition to the Training Room, this option includes the Town Hall area with access to the prep kitchen area, cafe tables, and a standing height buffet island with open bar seating. It offers adequate space for setting up catering and/or bar service without disrupting the activities taking place inside the Training Room. This is the ideal space to host networking events, socials, and other mixers.

The Gathering Space (\$200.00/hr)

The Gathering Space is a great setting for a large meeting, reception, party, or gala. This gallery atmosphere, featuring rotating art exhibits, is open and versatile with capacity for 25 people. It is equipped with audio visual equipment and a sound system. This open floor plan has numerous windows allowing for natural lighting. This space can also serve as an intimate concert setting. It includes the Town Hall area with access to the prep kitchen area, cafe tables, and a standing height buffet island with open bar seating.

The Gathering Space + Training Room combined (\$250.00/hr)

Large Meeting Room (\$75.00/hr)

The large Meeting Room is suitable for business meetings, staff retreats, trainings, and presentations. It is able to accommodate 6 people, has a split conference table, four monitors with connectivity for collaborative work or presentations, and a PolyCom phone system for conference calls.

Small Meeting Room (\$50.00/hr)

The small Meeting Room is suitable for smaller and shorter business meetings and presentations. It is able to accommodate 3 people, has a small D-shaped conference table, two monitors with connectivity for collaborative work or presentations, and a PolyCom phone system for conference calls.

Small Enclaves (\$25.00/hr)

WMCAT has a series of small, private enclaves perfect for conference calls, small meetings, and solo work. Please call for details of each enclave.

Arts and Technology Studios (\$75.00/hr)

WMCAT has seven studios that can serve a variety of meeting needs. Each studio can comfortably accommodate 4 - 6 people. Please call for specific features of each studio. There may be additional fees for use of arts and tech equipment or supplies.

Classrooms (\$75.00/hr)

There are four classrooms. Each classroom can comfortably seat 6 -8 at tables. Classrooms have projectors and white-boards.

Double Classroom (\$100.00/hr)

Two of our classrooms can be transformed into one larger classroom to accommodate 12 - 16 seated at tables or up to 25 in seated rows.

Whole Facility Rental (\$500.00/hr)

ADDITIONAL CONSIDERATIONS:

Internet Access: Wireless internet is available throughout our entire facility. See the front desk for credentials.

Discounts: WMCAT is happy to extend a 40% discount to our nonprofit partners. This discount is applicable to hourly facility rental rates only. Fees including After Hours Fees will not be discounted (see below).

Availability: WMCAT is an active space with programming and students throughout the day. We may not be able to accommodate some rentals during peak program times.

Food & Drink: WMCAT does not cater nor do we have any preferred vendors. You are welcome to make arrangements to bring in food/beverage for your guests at your own cost. We recommend that you consider west side based black and brown owned options.

Caterers have the option of finding street parking and loading-in through the main entrance on First St NW or using the 2nd floor entrance in the NE corner of the parking ramp at their own cost. WMCAT does not provide parking validation for caterers unless purchased by the renter.

After Hours Fees: WMCAT's regular business hours are from 8:00am to 6:00pm, Monday through Friday. Events taking place outside of regular business hours (before 8:00am, after 6:00pm, and on weekends) are subject to after hours fees in addition to hourly facility rental rates. The WMCAT after hours fee is \$50 per hour, charged in half hour increments, in order to cover staffing and custodial considerations. This fee is also applicable during setup as well as cleanup time after your event has ended.

Configuration Fees: Any event related set up and/or tear down that requires more than 60 minutes of WMCAT staff time to complete is subject to a \$50 per hour fee charged in half hour increments.

Chairs, Tables, Linens: Beyond standard room furnishings, WMCAT has 30 folding chairs and six 5' x 2' tables for use free of charge when available. Furniture needs beyond this can be rented by the client or handled by WMCAT at our rates.

(continued on next page)

ADDITIONAL CONSIDERATIONS (continued):

Parking Options:

- **Street Parking:** There is limited street parking on First St NW and Seward Ave NW (some spaces are metered and some are not).
- **The DASH:** If you're coming from downtown, you can ride the DASH for free. The DASH West route drops off at Bridge St NW and Seward Ave NW, very close to our building ([DASH Route Map](#)). From there, it's a brief walk to WMCAT. If you're not coming from downtown, there are also DASH lots on Seward Ave NW between Lake Michigan Dr. and Bridge St. (\$2 a day to park). From those lots you can ride the DASH to the nearest bus stop or walk.
- **Parking Ramp:** There is also a parking ramp connected to our building. You can enter the ramp on Seward Ave NW (just past Bridge Street Market and before you get to First St NW) and go straight up to the second floor. There is a fee to park (approx. \$16-20/day) since the ramp is not managed by WMCAT.

Parking Validation: We offer two options for parking validation, priced per vehicle, billed with rental invoice:

1. Half Day passes (up to 4 hours) can be purchased for \$10 each.
2. Full Day passes (up to the daily max) can be purchased for \$20 each.

Validation passes do not cover overnight parking. Event attendees will receive a time stamped ticket upon entry to the parking ramp. Validation cards are distributed at the event and used by drivers in place of payment at the gate as they exit. Unused validation cards returned to WMCAT immediately following your event will be refunded in full.

Building Access: There are a couple of different ways to access the building:

- *If parking on the street, taking the DASH, or parking in the DASH lot:* Enter the building at main entrance on First St NW and take the elevator or stairs up to 3rd floor.
- *If parking on the 2nd floor of the parking ramp:* There is an entrance to the building on the northeast corner of the 2nd floor of the ramp marked by a WMCAT logo sign. Enter there, follow the WMCAT signs, and take the stairs or elevator up to 3rd floor.

Our building unlocks at 8:00am and locks again at 6:00pm. When the building is locked, you'll need to prearrange access.

***Photography and videography services are available and may be purchased upon request.*

Contact:

You are welcome to come check out our space in person. Please call Jason at (616) 454-7004 or email rental@wmcats.org to arrange a visit, check on dates and availability, or with any questions.



FACILITY RENTAL CONTRACT

Customer Information

Organization Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Organization Contact Name: _____

Email Address: _____ Phone Number: _____

Event Information

Rental Date(s): _____

Space Requested: _____

Event Name: _____

Estimated Attendees: _____

Event Start Time: _____ Event Finish Time: _____

Set Up Start: _____ Clean Up Finish: _____

Catering/Alcohol

Will this event be catered? _____ Will Alcohol Be Served? _____

Caterer Arrival Time: _____ Cash bar? _____ Open Bar? _____

Caterer Name: _____ Applicable Liquor License Obtained? _____

Additional Services

Purchasing Parking Validation? _____ Valet Service? _____

Will Furniture Be Reconfigured? _____ Extra Chairs Needed? _____

Requested Materials? (whiteboards, dry erase markers etc.): _____

WMCAT Staff Requests? (Tour Guides, Speakers, Photography, Activities) _____

Policies and Procedures

All events held at West Michigan Center for Arts & Technology (WMCAT) must function in accordance with the following policies and procedures.

Contract and Payment Information:

- The Rental Contract must be completed and returned two weeks prior to the event.
- Payment is due one week prior to an event.
- All material requirements and Audio/Visual details should be confirmed one week prior to an event
- Any deviation from agreed upon terms of this contract is considered billable including usage of space and duration of event.
- WMCAT's regular business hours are from 8:00am to 6:00pm, Monday through Friday. Events taking place outside of regular business hours (before 8:00am, after 6:00pm, and on weekends) are subject to After Hours fees in addition to hourly facility rental rates. The WMCAT After Hours fee is \$50 per hour, charged in half hour increments, in order to cover staffing and custodial considerations. This fee is also applicable during setup as well as cleanup time after your event has ended.
- Should cancellation occur less than 7 days prior to an event, you will be responsible for any After Hours fees incurred.

Event Details

- WMCAT staff members will not be available for rearranging chairs, tables, or other staging equipment or otherwise staffing events.
- If furniture is to be moved, configuration plans must be approved by WMCAT staff one week prior to the event. Large scale plans may require an additional charge.
- Premises must be left in as good a condition as found at the start of the rental period.
- Caterers must have proper license and liability insurance coverage. The client and/or the caterer must provide all personnel, materials and supplies required in the preparation and serving of food and drink.
- Renter will be billed at hourly rate if the event continues beyond scheduled time.

Liability

- WMCAT shall have no liability of any sort with respect to the property brought onto the premises by or at the direction of the renter or the renter's guests. All risk of loss with respect to any property shall remain with the renter. WMCAT is not responsible for injury sustained on the premises.
- Renter will be responsible for theft of or damage to WMCAT premises and property, including premises and property outside the rented space and property belonging to WMCAT staff.
- Should damages to the facility occur as a result of your function, liability for damages to the premises will be charged to the authorizing signature or the organization they represent for said event, based on actual repair or replacement costs.
- WMCAT will not be liable for failure to perform this contract as a result of fires, flood, failure of light, heat or air-conditioning or any cause beyond our reasonable control.
- We reserve the right to require a certificate of liability insurance on file listing WMCAT as additionally insured.

Alcohol

- Alcoholic beverages may be served in the facility so long as the renter applies for and displays the proper permits as required by the State of Michigan Liquor Control Commission and assumes responsibility.
- Events that serve alcohol are allowed while WMCAT teen students are in the building but they cannot intermingle. Please ensure that guests and their drinks are contained to rented areas and that all empty drinkware be disposed of or otherwise contained. Please ensure that guests are aware of this policy.

Other Considerations

- All events must end by midnight.
- There is no smoking allowed anywhere in the building

I have read and agree with the terms and conditions.

Signature of Renter: _____ Date: _____

WMCAT representative: _____ Date: _____



COVID-19 FACILITY RENTAL REQUIREMENTS

OVERVIEW

We are happy to open the West Michigan Center for Arts + Technology (WMCAT) space to the community for meetings and events under a robust plan to keep everyone safe and healthy. We are now scheduling events with no more than 25 people at one time in social distancing configurations that strictly follow WMCAT's COVID-19 Health + Safety Guidelines (see below). We follow the most up-to-date information based on CDC recommendations and governmental orders to ensure that WMCAT is clean and guests know that their health and safety are our priority. Gatherings where social distancing cannot be maintained, are prohibited.

This document is meant to inform, prepare and prioritize health and safety measures for your event at WMCAT.

Prior to your event, WMCAT will require a short meeting in our space (614 First St. Suite 300, NW Grand Rapids, MI 49504) to discuss and walk through all of the health and safety guidelines that you and your attendees will be required to follow. WMCAT is committed to providing a space for you and your guests that follow several guidelines and will be fully cleaned, disinfected, and reviewed according to CDC standards prior to your arrival. A checklist can be made available to you and your attendees to ensure the space is fully clean and disinfected.

While prioritizing your attendees' health and safety, WMCAT also has a responsibility as an organization to provide a space that is clean, healthy, and safe for our staff and students to enter on a daily basis. Thank you for making this a priority by following our guidelines.

If at any time we feel that your event or your attendees are not adhering to these guidelines, essentially putting others in harm's way, we reserve the right to request that either you or a WMCAT staff member talk directly with those not following the guidelines. In the event that you or your attendee(s) refuse to practice proper guidelines, WMCAT has the right to request that you or the attendee(s) vacate the facility. WMCAT's COVID-19 Health + Safety Guidelines come from various local, regional and national sources. See the full list below.

We are taking all the possible precautions at this time to keep staff, students and visitors healthy and safe from COVID-19, but we cannot guarantee that there is no risk by being around others and by being in public spaces.

COVID-19 FACILITY RENTAL REQUIREMENTS

FACILITY RENTAL CHECKLIST

Step 1 - Be Informed and Inform Others Prior to Your Event

Attendees

- Send all of your attendees the attached guidelines for attending a meeting/event at WMCAT
- Remind them often prior to the event that they need to bring their own PPE (appropriate mask, gloves (if needed), and hand sanitizer
- Remind attendees that if they feel sick on the day of the event, they should stay home
- Send every catering company the attached vendor guidelines while at WMCAT

Event Host (you)

- Sign and date the contract which acknowledges you have read our COVID-19 Facility Rental Requirement and scan/email/mail to Jason Kreska prior to your rental date
- Schedule meeting with Jason Kreska for the WMCAT walkthrough
- Consider what you may need to provide your guests at the event
- We recommend bringing hand sanitizer and extra masks/face coverings for your attendees who forget their own PPE. WMCAT has contacts for those who make hand sanitizer locally if you need to purchase it for your event
- Prepare a virtual meeting for attendees, if applicable for your event, in case anyone needs to connect from home. WMCAT will have the capability to connect your stay-at-home attendees with your event in our space

Step 2 - Start of Your Event

WMCAT requires that every single person entering our space complies with a health screening (two questions) and touchless temperature readings every day. Face coverings and social distancing are also required when entering the building.

- Masks/face coverings should be covering both the mouth and nose prior to entering the facility from outdoors
- Social distance (6 feet) when entering the building
- Practice safe hand sanitizing after touching handles, doorknobs, elevator buttons, etc.

COVID-19 FACILITY RENTAL REQUIREMENTS

Step 2 - Start of Your Event, continued

- Comply with health screening and touchless temperature readings prior to entering the space
- Signs will instruct attendees to guidelines and promote social distancing
- When greeting others, refrain from any physical contact, especially shaking hands (we recommend an air high-five instead of a handshake, and putting your hand over your heart instead of a hug)
- Masks/face coverings must be worn when using restrooms

Step 3 - During Your Event

- Masks/face coverings may be removed if seated and properly socially distanced
- Attendees and caterers are encouraged to maintain physical distancing throughout the duration of the event, including during breaks and while eating
- Attendees and caterers are required to maintain proper hygiene by washing hands or using hand sanitizer after removing PPE, after touch points, when soiled
- Be considerate of presenters when sharing items like podiums, remote controls, clickers, laptops
- Provide hand sanitizer at the podium or presentation area, if applicable
- Provide hand sanitizer on tables, catering areas, etc. for attendees' easy access

Step 4 - Wrapping Up Your Event

WMCAT is responsible for cleaning and disinfection of the space after your event is complete. Your attendees do not need to disinfect their areas before leaving. However, there are some simple ways for you and your attendees to participate after the event:

- Pick-up leftover food, drinks, and materials prior to leaving your event
- Discard PPE properly by using specified receptacles, if needed
- Continue to wear masks/face coverings as you and your attendees leave the space
- Practice social distancing when wrapping up your event and exiting the building
- Remind caterers of clean-up procedures that are part of the guidelines below

WMCAT COVID-19 HEALTH + SAFETY GUIDELINES

OVERVIEW OF GUIDELINES

As the nature of our understanding of COVID-19 and WMCAT's response to it continues to grow and change, all information is to be considered subject to change. We are monitoring the aforementioned sources and will update and communicate changes as we become aware.

Social Distancing

WMCAT's social distancing policy requires 6 ft. of distance between all people. Occupants should seek to avoid any situation that does not allow 6 ft. of distance between all people. Any situation that requires less than 6 ft. of distance between people should be limited to less than 15 minutes and should be ended as soon as possible.

PPE

Facemasks are the only piece of Personal Protective Equipment required for occupancy of WMCAT during current conditions. Please have a facemask available at all times. WMCAT can provide attendees with a facemask should you not have extras, however you are encouraged to bring your own and extras for your attendees.

When Do I Need to Wear a Facemask?

If seated and properly socially distanced, rental clients and their guests can remove their masks. When moving about the space, in hallways, restrooms or entering and exiting the building, a facemask should be worn.

Health Screenings and Touchless Temperature Readings

Each day, everyone who enters WMCAT beyond the drop-off and pick-up area will be subject to 2 health screening questions and a touchless temperature read. Temperature readings of 100.4°F or under are considered passing.

Individual Responsibility/Vigilance

COVID-19 has created a number of new responsibilities for WMCAT as an organization but also it has highlighted a number of responsibilities for staff, visitors, etc.:

- Individual Distancing - of 6 feet is of maximum importance and needs to be maintained at all times

WMCAT COVID-19 HEALTH + SAFETY GUIDELINES

Individual Responsibility/Vigilance, continued

- PPE - Unless you are in a seat or at a table 6 ft. from anyone else, you should be wearing your mask
- Mask Maintenance - Regularly inspect, maintain, wash and replace personal masks as necessary
- Handwashing - This should happen thoroughly and frequently. Please wash your hands when soiled, after removing PPE, after touching touch points, before touching your mouth or eyes and any other time you feel the need. For good measure, sanitize
- Respiratory Etiquette - Wear a mask, cover coughs and sneezes

What is WMCAT Doing to Keep Attendees Healthy and Safe?

- Designated Drop-Off/Pick-Up Point Near the Elevator - For deliveries or catered food that does not need to be set up in the space (Suite 300), visitors can enter this designated drop-off/pick-up point near the elevator without being screened
- Health Screening for Every Building Occupant - See “Health Screenings and Touchless Temperature Readings” above
- Facility Hygiene Support Measures - WMCAT is providing fully equipped hand wash stations, hand sanitizer, sanitizing wipes and spray bottles. Gloves are not recommended but we have them for rare instances when they become necessary
- The WMCAT COVID-19 Team will be disinfecting touch points daily
- Rockford Construction, WMCAT’s building manager has made the following modifications following the American Society of Heating, Refrigerating and Air-Conditioning Engineers-recommended engineering level protections:
 - Common area HVAC systems:
 - Increased outdoor air ventilation
 - Improved central air filtration to the highest efficiency possible
 - Removed system occupancy restrictions and increase system run times to 24/7
 - They will also clean and disinfect:
 - Thoroughly disinfect building common areas daily, especially those that are high touch, such as elevator buttons, door handles, tables, light switches, etc.
 - Contracted cleaners will provide regular, recurring common area cleaning and disinfecting of high-touch points
 - Hand-sanitizing stations have been added to high-traffic building common areas
 - Posted signs in gathering areas, such as elevators and elevator lobbies, as a reminder to maintain the recommended 6 feet of physical distance

WMCAT COVID-19 HEALTH + SAFETY GUIDELINES

INSTRUCTIONS FOR CATERERS AND VENDORS

Non-essential visits are prohibited. WMCAT has a designated drop-off and pick-up area just inside the stairs and elevator at our main entrance on the third floor. Access to this area is available without undergoing the COVID-19 screening process. Vendors/caterers arriving on-site must complete a daily health screening before entering the facility beyond the drop-off and pick-up area. Any vendor who answers “yes” to a screening question may not enter the facility and should contact their company’s HR department for further instruction.

The event host and attendees should modify their interactions with vendors/caterers and delivery personnel to allow for social distancing and additional physical space between parties. Any vendor/caterer who enters WMCAT while making a delivery or for catering set-up must be wearing a face covering.

WMCAT’s custodial staff uses a medical grade disinfectant and pays extra attention to touch points during a pandemic.

BEHAVIORS REQUIRED TO REDUCE RISK OF COVID-19

In order to minimize the spread of COVID-19 at our workplace and provide a low-risk environment for everyone, all event attendees are required to consistently implement these best practices:

- Comply with WMCAT daily health screening processes
- Avoid touching your eyes, nose, or mouth with unwashed hands
- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are not available, use an alcohol-based sanitizer containing at least 60% alcohol
- Practice respiratory etiquette
- Cover your coughs and sneezes and adhere to all other guidelines in the CDC publications (see resources below for details)
- Avoid close contact with people who are sick with COVID-19 or other illnesses
- Self-monitor for symptoms of COVID-19 and stay home if you are sick
- Maintain appropriate social distancing of 6 feet from others as much as possible
- Utilize personal protective equipment and hand sanitizer on public transportation

WMCAT COVID-19 HEALTH + SAFETY GUIDELINES

BEHAVIORS REQUIRED TO REDUCE RISK OF COVID-19, CONTINUED

- When you might be closer than 6 feet from others, wear a face covering. If you are not able to maintain at least 3 feet of separation from others, wear a face shield in addition to a face covering
- Do not use other people's phones, desks, or work tools until they have been properly cleaned and disinfected
- Minimize use of shared items such as pens, remotes, and whiteboards
- Clean and disinfect tools and equipment frequently
- Avoid handshakes or other physical contact
- If possible, consume food at your own seat/table
- Seek medical attention and/or follow medical advice if experiencing COVID-19 symptoms
- Follow governmental orders and guidelines to reduce the spread of COVID-19
- If you have a question or concern talk to a WMCAT COVID-19 Point of Contact
- In addition, facility rental contacts must familiarize themselves with the symptoms and exposure risks of COVID-19
- The primary symptoms of COVID-19 include the following:
 - Fever of 100.4° degrees or higher
 - Cough
 - Shortness of breath or difficulty breathing

Individuals with COVID-19 may also have early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, loss of taste or smell, and runny nose. Individuals may also be asymptomatic and carry the virus.

RESOURCES

OSHA's Guidance on Preparing Workplaces for COVID-19
<https://www.osha.gov/Publications/OSHA3990.pdf>

Michigan Occupational Safety and Health Administration (MIOSHA) Workplace Safety Guidance <https://www.michigan.gov/leo/0,5863,7-336-100207---,00.html>

(CDC's) Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 (COVID-19) <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

WMCAT COVID-19 HEALTH + SAFETY GUIDELINES

RESOURCES, CONTINUED

Governor Whitmer's Coronavirus Related Executive Orders

https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-521682--,00.html

Kent County Back to Work

<https://kentcountybacktowork.com/>

The State of Michigan's MI Safe Start Employer Guidance and Resources

https://www.michigan.gov/coronavirus/0,9753,7-406-100467_100477_100487_100494--,00.html

Spectrum Employee Resources

<https://www.spectrumhealth.org/covid19/employer-resources>