



## **2026 FACILITY RENTAL FEES**

**Payment is due upon booking in full and is non-refundable**

**We ask that you please read this document carefully and thoroughly,  
paying close attention to all pricing and details.**

*For more information and questions please contact  
Essence Zekoll, Administrative Assistant, at [admin@artleagueofoceancity.org](mailto:admin@artleagueofoceancity.org)*

- 
- **Please keep in mind that as a renter at the Art League, you are responsible for the following:**
    - The rental's contact person must be present for the entire function, from start to finish: from the events setup/beginning through the end/reset.
    - The renter must provide a credit/debit card to put on file for any additional fees that may apply.
    - The renter must facilitate and oversee event operations, including: decor, supplies, arrangements, technical needs, food, beverages, and guests.
    - The renter must set up and reset the facility for all equipment and spaces used, including: cleaning, broom sweeping, removal of trash.
      - The facility is returned to the same clean condition in which it was found.
      - Tables/chairs wiped down and returned to their original, designated locations
      - All personal property/decorations/supplies removed by the end of the rental time
      - All debris is swept and surfaces are wiped clean by the end of the rental time
      - All trash must be removed from the premises
  
  - **Please keep in mind that the Art League and staff are responsible for the following:**
    - Staff is responsible for the Art League's front desk operations and building security.
    - Staff is not responsible for facilitating event operations, equipment, setup/reset, or cleaning/trash removal.
    - It is up to the discretion of the Art League to determine whether additional staff is necessary for rentals based on the size of events and/or guest count.
    - Earlier/later times for setup/reset availability is up to the discretion of the Art League.
  
  - **For further information regarding additional fees and information, please see above for Rental Terms and below for the details and fees of Rental Spaces, Services, & Amenities.**
  
  - **Note that the hours of operation for the Art League's Center of the Arts are the following:**
    - Monday through Friday from 9:00 AM - 4:00 PM
    - Saturday through Sunday from 11:00 AM - 4:00 PM
-



## SPACES

## CURRENT PRICE

### ENTIRE FACILITY

= \$950 per date

\*Rental space available for up to 5 hours

- ***Space:*** Includes use of the entire property, including classrooms, galleries, kitchen, and outside areas. Occupancy not to exceed 299 guests for the Entire Facility.
- ***Availability:*** Reservation openings from 4:00 PM to 9:00 PM, a five (5) hour window after business hours. Setup availability from 4:00 PM and reset availability no later than 9:30 PM.
- ***Overtime:*** Rentals exceeding five (5) hours or past 9:30 PM will be charged at \$180 per hour.
- ***Staffing:*** Includes one (1) staff person to attend the front desk.
- ***Setup/Reset:*** Please keep in mind that renters are responsible for the setup and reset of all the spaces and equipment used. If setup/reset/cleaning is not completed immediately after the event, and/or if the space/equipment is reset by staff, additional fees will apply.

### GENERAL PURPOSE ROOM

= \$50 per hour

\*Rental space requires a 2 hour minimum

- ***Space:*** Includes use of either the Downstairs Classroom or the Upstairs Classroom. Occupancy not to exceed 70 guests for the Downstairs Classroom and 49 guests for the Upstairs Classroom.
- ***Availability:*** Reservation openings from 9:00 AM to 4:00 PM, with setup availability from 8:30 AM and reset availability no later than 4:30 PM. Please keep in mind that additional fees will apply to events taking place outside of the operation hours of the Art League.
- ***Staffing:*** Includes one (1) staff person to attend the front desk.
- ***Setup/Reset:*** Please keep in mind that renters are responsible for the setup and reset of all the spaces and equipment used. If setup/reset/cleaning is not completed immediately after the event, and/or if the space/equipment is reset by staff, additional fees will apply.

### FULL-ACCESS OF KITCHEN

= \$20 per hour

- ***Space:*** Includes full kitchen access for preparing/warming/re-heating foods and beverages, as well as the use of the Art League's utensils and appliances. Please keep in mind that heating appliances include an oven and microwave.
- ***Setup/Reset:*** Please keep in mind that renters are responsible for the setup/reset of the kitchen and all equipment/appliances used. If setup/reset/cleaning is not completed immediately after the event, and/or if the space/equipment is reset by staff, additional fees will apply.

### SEMI-ACCESS OF KITCHEN

= \$5 per hour

- ***Space:*** Includes limited kitchen access for assembling prepared beverages and pre-cooked/prepped foods, without the use of the Art League's utensils and appliances.



- **Setup/Reset:** Please keep in mind that renters are responsible for the setup/reset of the kitchen and all equipment/appliances used. If setup/reset/cleaning is not completed immediately after the event, and/or if the space/equipment is reset by staff, additional fees will apply.

**OUTSIDE PATIO & COURTYARD** = **\$100 per date**

- **Space:** Includes use of outside patio, courtyard, picnic tables, and bench.
- **Availability:** Reservation openings from 9:00 AM to 9:00 PM, with setup availability from 8:30 AM and reset availability no later than 9:30 PM. Please keep in mind that additional fees will apply to events taking place outside of the operation hours of the Art League.
- **Setup/Reset:** Please keep in mind that renters are responsible for the setup/reset of the patio and courtyard area. If setup/reset/cleaning is not completed immediately after the event, and/or if the space/equipment is reset by staff, additional fees will apply.

---

**AMENITIES & SERVICES** **CURRENT PRICE**

**STAFF PERSON** = **\$20 per hour**

\*Applies to rentals outside facility hours

- **Service:** Includes one (1) staff member to be present at the front desk to assist with Art League inquiries, purchases, and building security. Keep in mind that additional fees apply to rentals outside the Art League's hours.

**ADDITIONAL STAFF** = **\$20 per hour/per person**

\*Applies to rentals for the Entire Facility

- **Service:** Includes additional staff for rentals that require more assistance due to the size of rental events or guest count. It is up to the discretion of the Art League to determine whether additional staff is necessary. Keep in mind that additional fees apply to rentals outside the Art League's hours.

**EQUIPMENT SETUP/RESET** = **\$50 per date**

\*Only applies upon request

\*Only applies to equipment included in General Purpose Room spaces

- **Service:** Staff assistance is only available upon request, for minimal arrangements\* with equipment in the space rented. Minimal arrangements\* refers to the assembly/disassembly of equipment not exceeding 7 tables and 21 chairs. Please keep in mind that even with requests of this service, renters are responsible for the setup/reset beyond minimal arrangements\* and cleaning. This includes equipment of 8+ tables and 22+ chairs, wiping of surfaces, broom sweeping, and trash removal. If setup/reset/cleaning is not completed immediately after the event, and/or if the requested equipment setup/reset exceeds the minimum arrangements\* or included extra equipment outside of rental spaces, additional fees will apply.



### **FACILITY CLEANING**

**= \$150 per date**

\*Only applies to the cleaning provided for Entire Facility rentals, prior to the event

- ***Service:*** Includes cleaning throughout the entire building on the morning of the reservation, before the rental. Note that this service is not applicable after the event and is provided by the Art League's contracted cleaning company, not its staff. Please keep in mind that renters are responsible for the reset/cleaning of all the spaces and equipment used. If setup/reset/cleaning is not completed immediately after the event, and/or if the space/equipment is reset by staff, additional fees will apply.

### **EXTRA EQUIPMENT**

**= \$1 per equipment**

\*Applies to each piece of equipment used

- ***Service:*** Includes staff assistance with any equipment that must be moved from different spaces in the facility. This refers to any additional equipment (tables/chairs/etc), other than those already arranged in rental space(s), that must be handled/provided throughout the facility. Keep in mind that additional fees apply to any setup/reset services provided by the Art League's staff for minimal arrangements\*.

### **GLASSWARE**

**= \$0.60 per wine glass**

- ***Amenity:*** Includes use of the facilities glassware, located in the kitchen cabinets.
- ***Reset:*** Please keep in mind that renters are responsible for all the glassware used before returning to kitchen cabinets, glasses must be intact, clean, and dry. If setup/reset/cleaning is not completed immediately after the event, and/or if the space/equipment is reset by staff, additional fees will apply.

---

## **TERMS OF AGREEMENT**

### **APPLICANT STATUS**

Any individual, group, organization, business or association may request rental space.

An applicant may be:

1. An individual requesting a reservation for private use.
2. An official representative of a business requesting a reservation for a business, company or corporation.
3. An official representative or officer of a non-profit group, association or social organization.
4. An official representative of a sports, recreation or leisure organization, league or sanctioning body.

### **EXCLUSIONS**

An applicant may be excluded from eligibility for use for the following reasons:

1. The applicant prohibits participation in its programs or services on the basis of age, gender, race, color, creed, religion, disability, national origin or sexual orientation.



2. The applicant has previously violated or abused the provisions of the reservation system or facility use guidelines.
3. The applicant is a political fundraising group, as no group may use the Ocean City Center for the Arts for the purpose of making a political profit.

### **GENERAL GUIDELINES**

1. The scheduling of events will be based on the facility availability.
2. Facility access and use must be within the allotted and confirmed time as noted on the Event Confirmation. (Each event is granted one hour of access time prior to the event start time, unless otherwise arranged with ALOC.)
3. Smoking, the use of illegal drugs and substances and firearms are prohibited both inside and outside the building on the grounds.
4. The ALOC is not responsible for any lost, stolen, or damaged property belonging to the members of the rental groups utilizing the facility, and shall not assume any responsibility for personal injury which may occur during the use of the facility.
5. Event set up layout must be approved by the Executive Director. Items may not be attached to the walls using tape, nails or any other method that will damage walls.
6. All property belonging to the renter must be removed from the facility immediately following the rental, unless other prior arrangements have been made with ALOC.
7. ALOC reserves the right to remove and dispose of any remaining property belonging to the Renter at the expense of the Renter at the termination of the facility use agreement.
8. Rental and vendor deliveries and pick-ups must be made the same day as the event unless prior arrangements have been made with ALOC. Items may not be delivered prior to the contracted event date unless approved in advance by ALOC.
9. The ALOC does not have available storage areas. There is no overnight storage of rental items. All rentals must be picked up following the event, unless prior arrangements have been made with ALOC.
10. ALOC shall bear no financial responsibility for any disruptions that may occur due to mechanical difficulties, emergencies, or unanticipated events beyond ALOC's control.
11. Rental groups will be charged for any special cleaning, maintenance, or repairs resulting from the event. The renter shall also be liable for any loss, damage, repair or replacement of ALOC equipment or facilities or exhibited artwork which occurred during the term of the facility use agreement.

### **FACILITY RENTAL APPLICATION PROCEDURE**

The application for rental use should be submitted at least five (5) business days prior to the requested date. The Executive Director may entertain a request for a use with less than five business days' notice provided there is no special facility preparation. The maximum advance period to make a request for a reservation is not more than twelve months in advance of the intended date of use.

If a use reservation is granted, the applicant will be required to comply with the hold harmless and clean up provisions of the permit. (See attached). A reservation contract will be issued.

Applications are reviewed and approved by the Executive Director. Applicants or their representative(s) may be required to meet with the Executive Director at the facility once the



application is approved. Approval may be granted, denied, or modified by the Executive Director. Additional planning or coordination meetings may be required with appropriate ALOC staff.

### **ALLOWABLE USES AND RESTRICTIONS**

The OCEAN CITY CENTER FOR THE ARTS facility is available with some restrictions. The restrictions are established to protect the health, safety and welfare of the public, to prevent damages to ALOC/Town of Ocean City property and to maintain order and access to the facility.

The allowable uses of the facility must be compatible with the physical limits of the space and attendance may not exceed the fire marshal's posted occupancy limit for the space.

Food and beverages may be consumed on the site, however restrictions may apply. The kitchen facility may be used for warming and preparation/clean-up of food and beverages served at the event. Any alcoholic beverage service will be subject to Worcester County Liquor Control Board regulations. A pictured driver's license will be required if age is in question. All state and local laws concerning the consumption and service of alcohol will apply. A copy of any necessary permits from the County must be provided at least 24 hours in advance of the event.

The charge of a reasonable admission fee, participation fee, or financial offering associated with any permitted use may be allowed with the explicit approval of the Executive Director.

### **RENTAL FEES**

The reservation fee is due at least five (5) days prior to the reservation date and is payable in full upon booking. All fees should be made payable to: "Art League of Ocean City, Inc."

### **FEE FOR USE**

A fee is charged for the use of the facilities. The fee is established in consideration for the privilege of a reserved use, and to offset the costs associated with the facility use such as set-up, breakdown, clean up and staff time. Selected fees may be waived at the discretion of the Executive Director if deemed appropriate.

A staffing fee will be assessed if the reservation occurs outside the normal operating hours for the ALOC, or for any additional staff required.

Additional charge(s) may be assessed for additional equipment and/or furniture requested, rental overtime, additional setup/reset, as well as cleanup/sweeping/trash.

### **RISK & LIABILITY**

Renter (organization/applicant) shall assume all risks incident to or in connection with the activity and shall be solely responsible for damage or injury, of whatever kind or nature, to person or property, directly or indirectly arising out of or in connection with the activity or conduct of Renter's event. Renter must report any damage to the staff of the ALOC as soon as possible.



Renter must provide documentation of insurance coverage with the signing of this agreement. If a business entity, a certificate of insurance evidencing liability coverage including the ALOC as an additional insured for general liability insurance. If Renter is an individual, a homeowner's insurance policy including the ALOC as an additional insured for general liability insurance is acceptable with evidence of a certificate of liability insurance. In addition, if liquor will be served by a caterer, a certificate of insurance evidencing liquor liability must be provided by the vendor. A one day liquor license may be required in some instances.

Renter hereby expressly agrees to defend and save the Art League of Ocean City, Inc. and the Town of Ocean City, their officers, agents, employees and representatives harmless from any penalties for violation of any law, ordinance, or regulation affecting its activity and from any and all claims, suits, losses, damages, or injuries directly or indirectly arising out of or in connection with the permitted activity or conduct of its operation or resulting from the negligence or intentional acts or omissions of Renter of its officers, agents, and employees.

Renter understands that the reserved area must be left clean and litter free by the conclusion of the reservation and that all trash and refuse generated by Renter's use must be deposited into the appropriate waste containers provided. Renter understands that a charge of at least \$50.00 will be assessed for the clean-up of the reserved area if, in the opinion of the staff, the space is not returned to the condition in which it was found. The actual cost of repair of damages will determine the cost that will be assessed for damage. This includes damage to any works of art that are damaged during the Renter's reservation. The Renter agrees to pay all clean up and/or repair fees assessed by the ALOC.

This is the entire agreement between the parties and can only be changed in writing and signed by both parties.

---