

CENTRAL SCHOOL ARTS & HUMANITIES CENTER

Tenant Policy Handbook



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CENTRAL SCHOOL ARTS & HUMANITIES CENTER INTRODUCTION

The Central School Arts & Humanities Center was designed and built by noted New Orleans architects Favrot & Livaudais in 1912 and is located at the heart of the Charpentier Historic District. The historic elementary school opened its doors for the fall semester of the 1913-1914 school year and acted as an elementary school until 1979. In later years the building underwent changes in focus, but in 1993, with the support of the entire Lake Charles community, the school was restored and became an Arts & Humanities center. After the passage of a quarter-cent sales tax which ran for six months, Central School was redesigned, and classrooms now serve as studios, galleries, and performance spaces for arts and cultural organizations. For the current listing of tenants, please refer to the building floor directories on each floor.

The Friends of Central School and the City of Lake Charles dedicated the Benjamin W. Mount Auditorium on May 2, 2012, in honor of Ben Mount (1949-2011), husband of Lake Charles's first female mayor, Willie Landry Mount, for his vision and preservation of Central School. Mr. Mount's dedication and vision led to the arts and cultural center that the building serves as today.

Contact Information:

Building Management Staff

Arts and Humanities Council of SWLA
Suite 202
337-439-ARTS (2787)
Monday-Friday 9am-5pm (sometimes out of office)

Cameron Fultz, Executive Director
cameronf@artscouncilswla.org

Ashanti Griffin, Project Coordinator
ashantig@artscouncilswla.org

Erica Barrios, Community Development Coordinator
ericab@artscouncilswla.org

City Liaison

City of Lake Charles
Amanda Donaldson, Director of Cultural Affairs
amanda.donaldson@cityoflc.us
(w) 337-491-9159

Building Maintenance

City of Lake Charles
Michael Fontenot, Building Services Supervisor
337-499-9799
After Hours Emergency Maintenance **ONLY**

Building Security

Security Station 337-491-8655

GENERAL POLICIES - *Please Initial by Each Policy*

The following policies are approved by the City of Lake Charles and will be implemented by the designated managers of the building, the Arts and Humanities Council of Southwest Louisiana (Arts Council) as incorporated additional conditions of the tenant's lease agreement.

Individuals and organizations seeking information on leasing space, both short and long term, should contact the Arts Council at 337-439-2787.

_____ **Building Equipment** - There are several carts, stored in Room 133, available for use by building tenants. These carts belong to the building, not to individual tenants, so care should be taken when they are in use. The carts should also be returned to the storage area after use, and not left in tenant or common spaces.

_____ **Building Modifications** - Tenants shall not make any physical modifications to their space. This includes new or additional door locks, removal of chalkboards, addition of internal doors, room dividers attached to floor and ceiling, etc.

_____ **Business Hours** - Regular business hours are 9am - 5pm, Monday-Friday. Standard city, state and federal holidays are recognized. Holidays recognized by the Arts Council, which render the building closed, are: *New Year's Day; Martin Luther King, Jr. Day; President's Day; Mardi Gras Day; Good Friday; Memorial Day; Juneteenth; Independence Day; Labor Day; Veteran's Day; Thanksgiving (Thursday and Friday); Christmas Eve; and Christmas Day.*

_____ **Events & Activities** - As a courtesy to short- and long-term tenants, all tenants shall notify the office of any events and activities bringing over 50 visitors to the building. This is to ensure that proper security is on hand, as well as available parking, restroom supplies, etc.

_____ **Extension Cords** - The Fire Marshall requires that no tenant may use extension cords on a regular basis. These are only for temporary use and should be unplugged when the tenant is not in the space.

_____ **Hanging Items on the Walls** - Proper hangers, approved by the building manager, may be used to hang items from the picture molding in office and studio spaces only. Wall hangings occurring in common areas must be discussed with the Arts Council staff first, and arrangements on type of hanging mechanisms will be determined then. Any other hanging mechanism must be approved by the building manager. Nails, tacks, screws or other hanging items are not allowed for usage in any tenant suite or temporary rental space.

_____ **Janitorial Service** - Janitorial service is provided regularly in the common areas of the building. Each tenant is responsible for their own leased space(s). Tenants are responsible for reasonable cleaning of common spaces in the event of an accident caused by themselves or their visitors. Tenants are also responsible for disposing of their own garbage daily in the Central School dumpster located behind the building. Please keep the tenant dumpster fence latched and secured between uses. No other dumpsters on the property should be used by tenants.

_____ **Keys and Security Codes** - Each tenant will receive a key for exterior and individual room use. Tenants may request additional keys at the Arts Council's discretion and may require an additional charge. The persons receiving keys and security codes will be required to provide a current name, address and phone number to the Arts Council and sign a written agreement that they understand the rules and regulations of the facility. The agreement shall be signed before keys are distributed as well as a copy of your driver's license will be required. All visitors will be required to sign in at security desk upon entering and exiting the building.

_____ **Maintenance Requests** - All common area and tenant specific space maintenance requests should be submitted to the Arts Council office. Building maintenance is available from 7:30 a.m. till 2:30 p.m. Monday through Friday, so please allow reasonable time for your request to be received and completed. Tenants shall not alter or perform maintenance services in any way in the facility.

_____ On Page 11 is the maintenance request form used to submit your maintenance request to the Arts Council. This form can be hand-delivered or emailed to Erica at Ericab@artscouncilswla.org. You can also slide this from under the door of the Arts Council if they are not in their office.

_____ **Outdoor Signs** - Individual tenants or groups of tenants may not erect a sign or banner for temporary or permanent use on the outside of the building or on the grounds of Central School. The only exception is that directional signage for parking may be used when approved by the Arts Council.

_____ **Parking** - Parking is available for tenants and guests. Overflow parking for events held by tenants is on the street, or the corner lot of First United Methodist Church (with prior permission from the church office). Events with an attendance of over 43 (including 2 ADA places) cars, or as deemed by the tenant or temporary rental agreements, a second Security Officer serving as a Parking Attendant will be required.

Parking on the facility's grass is ***strictly prohibited*** and will be enforced. Vehicles towed due to improper parking are done so at the expense of the owner. Absolutely no vehicles will be left in the parking lot overnight. This is ***strictly prohibited*** and is for the security of your property.

_____ **Security** - All exterior doors of the building will be locked by the Arts Council or the Security Officer at the end of the business day, Sunday - Saturday. The building's security system is automatically armed each day at 12 AM. When special events are scheduled in the building after 5pm or on the weekend, the tenant will have the responsibility of: locking the building; hiring security; and arming the security system with his/her assigned building code.

Tenants holding events outside normal security hours must provide security at their own expense. Events will be required to provide a uniformed security guard for the entire duration of the event, including one full hour after the event's conclusion. The Lake Charles Police Department (LCPD), Calcasieu Parish Sheriff's Department (CPSD), and the Lake Charles Marshal's (LCM) provide security at a cost per hour per officer. The number of officers will be determined by the tenant and the security department contacted, based on the size of the event, the location, and the type of event in addition to historical data on the type of event. Security must be employed full-time by the LCPD, CPSD, or LCM, and report for duty in full uniform thirty (30) minutes prior to the public admittance to the facility and will remain until the public has vacated the premises.

_____ **Subleasing** - Lessee shall not assign this Lease or sublease the premises or any part thereof or mortgage, pledge or hypothecate its leasehold interest or grant any concession or license within the Leased Premises without the prior express written consent of Lessor, which consent shall not be unreasonable withheld, and any attempt to do any of the foregoing without Lessor's consent shall be void. Notwithstanding any such consent, the Lessee will remain solely liable, along with each approved assignee or sublessee who shall automatically become liable for all obligations of Lessee hereunder, and Lessor shall be permitted to enforce the provisions of this instrument directly against the undersigned Lessee and/or any assignee or sublessee without proceeding in any way against any other person.

_____ **Temporary Rentals** - Every tenant is afforded one fee-waived rental for one of the following spaces: RM 106, RM 108, Alcove, Theatre. Tenants who hold regular meetings may speak with the Arts Council for a package rate for rentals. All temporary rentals - whether paid or fee-waived - must follow and abide by the Central School Rental application process and policies.

On Page 12 is the form to be used for any temporary rental request. This form is merely a request. Once received and your date is confirmed by the Arts Council then you will be sent the complete Central School Rental Application, via email, which must be turned in within one week of your inquiry, along with the required deposit. After one week, your request will be removed from the Calendar without notice for failure to submit the proper Central School Rental application and deposit. Please make a copy of the form to submit for your temporary rental request to the Arts Council. This form can be hand-delivered or emailed to Erica at Ericab@artscouncilswla.org. You can also slide the original of this form under the door of the Arts Council if they are not in their office.

_____ **Utilities** - The cost of utilities is covered in the rent. Tenants shall practice energy management and conservation, such as turning off lights in hallways and restrooms when they believe they are the last tenant in the building. Tenants shall operate their utilities with reasonable care and consideration. Thermostats will be programmed for proper heating and cooling of the building dependent on time of day and outdoor climate. If damage is found to be the fault of the tenant, repair costs will be assessed.

_____ **Wall Space** - Wall space in common areas of the building, namely the 3rd floor hallway, will be considered for permanent use by tenants on a case-by-case basis. Furniture or other items that are placed along the wall are subject to approval by the City of Lake Charles Facilities Management. The Fire Marshall requires a four-foot-wide walkway at least six feet in front of all fire exits, and this often disallows items along the wall consuming floor space.

_____ **Window Treatments** - A uniform appearance on the outside of the building is required. No other color of material, flyer or advertisement should be posted in windows. All existing studio blinds must remain in place. Any additional modifications or window treatments must be approved by the Arts Council.

SIGNAGE - INTERIOR

Central School Arts & Humanities Center is a historic building, marked in 1998 by the Calcasieu Historical Preservation Society. This sign program respects the original design aesthetic but strives to meet the current requirements for interior signage. The City of Lake Charles handles all tenant signage bracket installation. Each tenant is responsible for designing and purchasing their individual signage to be hung from their bracket. This process is to ensure uniformity in the facility and to protect the integrity of the historical building.

Tenants will be listed in the building directories located on the first, second, and third floors. Requests for additional proposed signage must be submitted to the Arts Council staff for review in a timely manner. The requesting occupant will be responsible for costs to install approved signage and/or repair the wall surface upon removal of the signage.

Each room is allowed one identifying sign on the pre-installed bracket. Signage (24"x36") should be appropriate to and dictated by the size of your bracket.

SIGNAGE - EXTERIOR LIGHT POLE BANNER POLICY

The “Annual Banner Plan” will be approved by the Mayor and implemented by the Arts Council. Banners must meet the criteria below which has been established by the City of Lake Charles.

Banner Standards - To ensure that all banners are consistent, tenants should order banners through the Arts Council office. On Page 14 is the form to be used for a Light Pole Banner. Please make a copy of the form to submit to the Arts Council. This form can be hand-delivered or emailed to Erica at Ericab@artscouncilswla.org. You can also slide the original of this form under the door of the Arts Council if they are not in their office.

Duration of Permit - Permission to hang banners will be granted to the building’s longest tenants first, followed by a first come, first served basis.

Installation and Removal of Banners - After permission has been granted in writing to the petitioning organization, it is the Arts Council’s responsibility to make arrangements for installation of the banners. Only businesses that meet the requirements set forth by the City may be enlisted for installation and removal of banners. This includes knowledge of the banner system and enough insurance coverage.

How to Request Approval for Banners - The organization must complete the Request for Banners Form with the Arts Council office in Central School. Banners may be requested no more than 6 months ahead of the requested dates for hanging. Notification of the opportunity to hang banners will be given to the organization no more than 1 month following the receipt of the application and banner design.

POLICY for ART EXHIBITS on FIRST FLOOR

The goal of having art work on the first floor is to allow opportunities for local artists to engage in public art activities at Central School. These exhibits are solely funded by the artists with no cost to the City of Lake Charles or the Arts Council.

1. The City of Lake Charles and Arts Council are responsible for selecting and scheduling exhibits. Neither the City nor the Arts Council shall be liable for the artwork.
2. Representatives of the Mayor and Arts Council shall negotiate with the artists and determine the time period for the exhibit.
3. All installation shall be the responsibility of the artist.
4. All artwork must be secured using security hangers, small pieces of hardware that lock the frame to the hanger on the wall to prevent removal.

5. At the completion of the exhibit, the Arts Council or the City of Lake Charles is responsible for dismantling the exhibit and returning the security hangers to the Arts Council office and the walls to their original state.
6. Exhibit space will include the hallway on the first floor two-sheet rocked areas only, and any other space deemed acceptable by the Arts Council Staff.
7. Collection to be displayed shall work appropriately with the space in the hallway.
8. No sales promotion of the pieces of the exhibit is allowed in this hallway. A sign may be posted giving viewers the opportunity to contact the artist. Artists may discuss sales of their work through the Arts Council office.

SHORT TERM LEASE POLICIES

For short term lease or rentals, please contact the Arts Council for lease/rental availability, prices, requirements, and rental agreements.

 Short-Term Tenants - Short term tenants are leasing space temporarily. This includes the auditorium or conference room spaces. A short-term tenant may not operate greater than 50% of their programs in Central School. Operating more than half of their programs in the building constitutes the need for long-term space or a special rental agreement.

On Page 12 is the form to be used for any temporary rental requests. Once received and confirmed by the Arts Council, you will be sent the complete Central School Rental Application, via email, which must be turned in within one week of your inquiry along with the required deposit. After one week, your request will be removed from the Calendar without notice for failure to submit the proper Central School Rental application and deposit. Please make a copy of the form to submit your temporary rental request to the Arts Council. This form can be hand-delivered or emailed to Erica at Ericab@artscouncilswla.org. You can also slide it under the door of the Arts Council if they are not in their office.

 Outdoor Signs - Signs and banners may not be suspended on or outside of the building nor may they be draped over rails. You may not erect temporary signage anywhere on the property or its ground. Temporary directional signs may be used with permission from the Arts Council.

 Utilities - Tenants are responsible for turning off lights in their leased space, unplugging mechanical and electrical equipment upon exiting the building.

USER AGREEMENT for GRAND PIANO

The grand piano in the Ben Mount Auditorium of Central School Arts & Humanities Center is a gift to the City of Lake Charles from Laura Alexander Leach and Henry Alexander. Any individual or organization renting the auditorium may use the piano with written permission and appropriate direction of the Arts Council. The tenant is responsible for any damages to the piano that occur during their lease.

It is the responsibility of the tenant, or the organization renting the auditorium/theatre, to place the piano where it is needed on the stage. The piano may be moved on its dolly, to any location on the stage floor **only**. The piano *may not* be moved from the stage onto the floor. The piano must be covered when not in use and is not to be used as a table or shelf. Placing items on the piano can damage the finish as well as the sound. Regular piano maintenance is performed under the supervision of the Arts Council. The cost of any other tuning will be the responsibility of the short-term tenant with the approval of the Arts Council.

Maintenance Request
Central School Arts & Humanities Center
809 Kirby Street
Lake Charles, LA

Date: _____ Request Taken By: _____

Tenant Name/Organization: _____

Room #: _____ Notify tenant before entering: Yes No

Phone: _____ e-mail: _____

Description of Problem/s: _____

List any Damage: _____

Office Use Only

Sent to: _____ Date: _____

Follow-Up: _____ Resolved: _____

Central School Rental - Temporary Rental Request

Organization Name: _____

Contact Person _____ Phone (cell) _____

E-mail address: _____

Address _____

Date(s): _____ Time(s): _____ Estimated event attendance: _____

Rehearsal (please check one): _____ None _____ Partial Day _____ Whole Day

Set-Up (please check one): _____ Day-Of _____ Previous Day

Detailed Description of Event:

By signing this form, you understand and agree to all conditions, criteria and rules related to rental of the Central School Theatre set forth in this document.

Signature: _____ Date: _____

This form must be completed in order to request a room reservation. Once confirmed by the Arts Council Staff, your request will be held for one week. When your request has been approved, you will receive an email with the official Central School Rental Application. Your request will be canceled if all proper documentation is not received within one week.

Approval by Authorized Representative: _____

**CENTRAL SCHOOL
ARTS and HUMANITIES CENTER**

Tenant's Policy Handbook

ACKNOWLEDGMENT

By my signature below, I acknowledge I have received a copy of the Central School Arts and Humanities Center Tenant's Policy Handbook and my signed Tenant Lease, and have read, understood, and initialed all policies and procedures.

I understand any violation of this Policy Handbook, or my Tenant Lease, can result in my immediate eviction from the Central School Arts and Humanities Center.

Thus, signed this _____ day of _____, 20__

Arts Council Staff

TENANT SIGNATURE(S)

TENANT BUSINESS NAME
