



**1524 Sul Ross Houston, TX 77006
713.868.2101**

Located at 1524 Sul Ross (next door to the Menil Bookstore), the Aurora Picture Show Video Library is a non-circulating collection of over 800 DVDs of artist-made film and video. The Library has a small private viewing room with video projection and comfortable furniture for groups of 8 or less, while groups up to 20 can use the Aurora conference room with LCD screen for class or informal screening purposes.

Use of the video library and screening room is intended to showcase the selections of video art in the library and is available for public use for free during regular office hours Monday-Friday from 10AM to 6PM by appointment. The screening room and office are not available for use outside the Aurora mission during business hours due to potential conflicts with public use of the library. Teachers and schools may submit requests to bring in their classes to view our library as well. School/class visits related to video art and the video library are also free if a time is agreed on in advance.

For use outside the mission of our organization, Aurora charges a nominal space rental fee to support the staff time and office expenses. We are not always able to accommodate all requests (which must be during non-business hours), but we are more than willing to try to work with you to provide a unique screening space or meeting area.

For after-hours and weekend use requests that fall outside use of the Aurora video library, (e.g. private viewings of non-Aurora related films or meeting space for outside non-profit organizations or other use), an Aurora staff member must be onsite for the duration of the event.

Non-profit arts groups and Aurora member rates for space rental is \$30 per hour with a \$50 minimum. All other rentals are \$50 per hour with a \$100 minimum. A \$50 deposit is required in advance in order to reserve the space, and a rental agreement must be signed and returned along with the deposit.

For rental information, contact Camilo Gonzalez at gonzalez@aurorapictureshow.org or call 713-868-2101.

Screening Room and Office Space Rental Agreement

- A confirmed rental date and time period must be scheduled in advance, which will include an Aurora staff member on-site during use of the space. A date is confirmed upon receipt of payment, including a \$50 deposit. The deposit will be used to cover any damage or last minute cancellations.
- Renter is responsible for the cleaning of the facility or will be responsible for cleaning charges.
- Any damage to the space or equipment in the space will also result in additional charges.
- Aurora Picture Show is not responsible for any property left in the space.
- Rental does not include food or drink, but you are welcome to bring in food or drink, but Aurora supplies will not be made available. Nothing should be left behind, without permission. All dishes should be cleaned and put back in place.
- Please leave the space in good condition and on time.
- Only an Aurora staff member can operate the equipment.
- Full payment to Aurora Picture Show can be made on-site via cash, check or credit card at time of arrival. Deposit is required in advance.
- At least 24-hour notice of cancellation is required or we reserve the right to your deposit.

Rental Date: _____ Time period: _____ Full fee: _____

Signature: _____

Phone: _____ Email: _____

Date: _____ Date Deposit received: _____

Notes: