# Terms of Use – The Film Foundry

## 1. Acceptance of Terms

By accessing and using The Film Foundry's facilities, website, and services, you agree to comply with these Terms of Use. If you do not agree with any part of these terms, you may not use our facilities or services. The Film Foundry reserves the right to update or modify these terms at any time without prior notice.

## 2. Facility Use & Rental Policies

- Rentals must be scheduled in advance and are subject to availability.
- The person or organization booking the space is responsible for any damages that occur during their rental period.
- All renters must adhere to The Film Foundry's policies and guidelines while using the facility.
- The Film Foundry reserves the right to deny or terminate a rental if policies are not followed.

## 3. Payments & Cancellations

- All rental fees must be paid in full before the start of the rental period unless otherwise agreed upon.
- Cancellations made within 48 hours of the scheduled rental may be subject to a cancellation fee.
- Refunds will not be issued for no-shows or cancellations made on the day of the event.

## 4. Liability & Safety

- The Film Foundry is not responsible for any lost, stolen, or damaged personal property.
- Renters and guests assume all risks associated with using our facilities, including but not limited to personal injury.
- Users of our space must comply with all local laws, fire codes, and safety regulations.

## 5. Equipment & Space Use

- Renters are responsible for returning all equipment and spaces to their original condition after use.
- Any damage to equipment or property must be reported immediately. The renter may be held liable for repair or replacement costs.
- Unauthorized use of equipment, including technical or production gear, is strictly prohibited.

#### 6. Code of Conduct

- Disruptive, inappropriate, or illegal behavior will not be tolerated and may result in immediate removal from the premises.
- Renters are expected to respect all staff, guests, and fellow creators using The Film Foundry's facilities.
- Excessive noise, abusive language, and any form of harassment will not be tolerated.

### 7. Food, Drinks, & Alcohol

- Outside food and beverages may be permitted with prior approval.
- Alcohol is not allowed unless special arrangements have been made and proper permits are obtained.
- Renters are responsible for cleaning up after themselves and disposing of trash properly.

## 8. Filming, Photography, & Intellectual Property

- Any filming or photography conducted on-site must be approved by The Film Foundry.
- Renters must obtain proper permissions for any copyrighted materials used in their productions.
- The Film Foundry reserves the right to use photos or videos taken at its facility for promotional purposes unless otherwise requested.

#### 9. Termination of Use

The Film Foundry reserves the right to terminate a rental or ban future use of the facilities for violations of these Terms of Use.