



Dear Prospective Renter:

Thank you for your interest in renting space with the Jamaica Center for Arts & Learning (JCAL). JCAL currently offers 7 (various-sized) spaces for rent to accommodate meetings, conferences, and other presentations. On the website you can download the following documents; Space Rental Proposal Form, Space Rental Rate Sheet, and Space Rental Terms & Guidelines.

The first step in securing space at JCAL is completing a Space Rental Proposal Form; providing us with details for the proposed rental. Once this form is reviewed (please allow 30 business days for evaluation) by Senior Staff; **and if approved**, a Rental Approval Package will be sent out. The package includes Space Rental Approval Letter, Space Rental Contract, Space Rental Terms & Guidelines, and Space Rental Set-Up Sheet (depending on the type of rental more forms may be included). Rentals are not confirmed until we receive a signed copy of the contract, signed copy of the terms & guidelines, the set-up sheet, the rental deposit and a certificate of insurance. Insurance is required in all cases.

For more information please call (718) 658-7400 extension 115. We look forward to working with you on making your event a success.

Sincerely,  
*JCAL Rental Staff*