



## **RULES FOR USE OF MONROE THEATRE GUILD FACILITIES AND EQUIPMENT**

1. Requests for use of the MTG building or equipment shall be made through the MTG office with the Facilities and Equipment Use Permit form filled out and submitted at least one week prior to the use.
2. There will be no sub-leasing or concessions allowed, except as specified on the Facilities and Equipment Use Permit.
3. In accordance with state law, no intoxicants are to be brought into the building or onto the premises. Private parties or public events will adhere strictly to the City of Monroe's regulations regarding alcohol service while on MTG property. MTG does not accept responsibility for any misuse of alcohol or intoxicants by any individuals or an organization while renting this facility.
4. This is a smoke free building. Smoking or tobacco use is not allowed anywhere inside the building.
5. No food or beverage is allowed in the theatre.
6. Use of building shall be granted only to responsible adults.
7. Maximum building occupancy will be observed at all times; 35 people in the rehearsal space, 150 people in the theatre.
8. Banquets and meetings will be limited strictly to rooms and equipment which were requested. If additional tables and chairs are needed, the requesting organization will be responsible for securing the equipment and for its immediate return.
9. Facilities and/or equipment used must be cleaned in a satisfactory manner, and left in a neat and orderly fashion. All garbage must be removed and carried out to the designated dumpster in the alley.
10. Pianos or other MTG property shall not be moved to the place of the meeting without previous permission and will be moved back after use. Arrangements for rehearsals and for the use of spotlights, special stage equipment, pianos, or sound equipment, and a technician for equipment operation must be made at least **two weeks** in advance.
11. A reasonable charge shall be assessed for any misuse or damage of MTG property.
12. An Open/Close person will unlock and lock the building at pre-arranged times. A building key will not be issued. Certain exceptions are at the discretion of the Board of Directors.
13. Entertainment, programs and meetings held on this premises must be of high moral character and may not be considered offensive to the community.
14. The renting organization may be required to show proof of insurability for itself and those participating in the planned event.
15. All rules, regulations and rates for use of the MTG building may be subject to change at the discretion of the board.

## **Rental Fees:**

**Deposit:** A \$100 deposit is required in advance and will be returned at the end of the rental, provided all terms of this agreement are met.

Rehearsal Room:	Member \$20.00 per hour / Non Member \$25.00 per hour \$120 daily fee/\$150 non member
Kitchen:	\$20.00 (per hour)
Theatre:	\$30.00 per hour/member \$40.00 per hour/non member \$10.00 per hour for technician (payable to the technician)
Unlock/Lock up:	\$15.00
Theatre vacant:	\$500.00 (flat fee for removal of seats and risers)
Entire Day	
Rehearsal Room:	Members \$120/Non Member \$150
Theater:	Members \$180/Non Member \$240
Entire Building:	\$420

- Building use is by the hour, with the minimum being 1 hour.
- Deposit and fees must be paid in advance as 2 separate checks. If a technician is needed please pay the technician directly for their time.
- No rooms other than those mentioned on the Facilities and Equipment Use Permit are to be used.
- The basement is off limits to all persons renting this facility unless previously arranged.
- In instances where special heating or cooling of the building is required, an additional fee may be assessed.
- If special or significant configuration of the theatre is required, approval of building use is contingent upon a decision by the Board of Directors and may require a special fee.
- \$0.50 per seat charge added for groups charging admission to a “show” or event.