

**Facilities and Equipment Use Permit**  
**Monroe Theatre Guild**  
 910 16<sup>th</sup> Avenue, Monroe, WI 53566  
 608-325-1111

<input type="checkbox"/> <b>One Time Use:</b> _____ <div style="display: flex; justify-content: space-between; width: 100%;"> <span><b>Month/Date/Year</b></span> <span><b>Start Time</b> to <b>End Time</b></span> </div>		
<input type="checkbox"/> <b>Multi-day Use:</b> _____ <div style="display: flex; justify-content: space-between; width: 100%;"> <span><b>Beginning Date / Ending Date</b></span> <span><b>Recurring Every (day)</b></span> <span><b>Start Time</b> to <b>End Time</b></span> </div>		
<b>Portion of Building this request is being made for:</b> <input type="checkbox"/> Theatre (w/ Lobby) <input type="checkbox"/> Rehearsal Room <input type="checkbox"/> Kitchen <input type="checkbox"/> Lobby only	<b>Equipment you are requesting to use:</b> <input type="checkbox"/> Sound <input type="checkbox"/> Lights <input type="checkbox"/> AV Equipment                   Specify _____ Contact name for tech _____                      Cell # _____	
<b>Describe the event for which the building is being used:</b>  _____ _____ _____		
<b>Primary contact person</b> _____	<b>Cell #</b> _____	<b>Email</b> _____
<b>Please list the complete name of the person or organization making the request:</b> <input type="checkbox"/> Member <input type="checkbox"/> Non-Member		<b>Number of people who will be involved:</b> *This is the maximum number approved for this rental.

**Please Note the Following Regulations:**

1. Groups are entitled to use only the spaces and equipment, or facilities requested during the time specified on this permit. Building opening and closing will be done by a member of the Board of Directors or designee unless other arrangements are approved in advance.
2. Facilities and equipment shall be cleaned and left in neat and orderly condition; all garbage will be carried out to the dumpsters. (a reasonable charge will be assessed for misuse of or damage to MTG property).
3. This building is a smoke free facility. Smoking and tobacco use are not allowed.
4. No food or beverages are allowed in the theatre.

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**In accepting this permit I agree to observe all laws of the city, the state, and the policies of the MTG Board of Directors. I accept all regulations in accordance with this permit and I further accept responsibility for the care of the building and property while this permit is in effect. Monroe Theatre Guild shall not be held liable for any accident or injuries occurring during occupancy of this facility.**

\_\_\_\_\_  
 Signature of person completing form                      Date

Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 \_\_\_\_\_ Zip: \_\_\_\_\_

MTG Contact person \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_  
 Signature of MTG Business Manager                      Date

Total fee charged: \$ \_\_\_\_\_ Date paid: \_\_\_\_\_  
 Deposit paid \$ \_\_\_\_\_ Date paid: \_\_\_\_\_

**Make 2 copies: original filed in the MTG Office, one copy to Open/Close or MTG contact person, one copy to the renter.**

## **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, except as specified on the Facilities and Equipment Use Permit.
3. Private parties or public events will adhere strictly to the City of Monroe's regulations regarding alcohol service while on MTG property. For groups selling alcohol, proof of liquor liability coverage is required. 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. Contracted use of the building shall be granted only to adults aged 25 and older.
7. 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.
8. 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.
9. 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.
10. A reasonable charge shall be assessed for any misuse or damage of MTG property.
11. 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.
12. Entertainment, programs and meetings held on this premises must be of high moral character and may not be considered offensive to the community.
13. The renting organization may be required to show proof of insurability for itself and those participating in the planned event.
14. 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 \$300 deposit is required in advance and will be returned at the end of the rental, provided all terms of this agreement are met.

**Business rates and large groups:** building use by a business, or by groups of 50 or more, will be subject to Non Member rates.

### **By the Hour:**

Rehearsal Room	Member \$40 per hour / Non Member \$50 per hour
Lobby Only	Member \$40 per hour / Non Member \$50 per hour
Theatre/Lobby	Member \$70 per hour / Non Member \$80 per hour
Entire Building	Member \$100 per hour / Non Member \$125 per hour

### **Entire Day (6 hours or more):**

Rehearsal Room:	Member \$200 / Non Member \$250
Lobby Only	Member \$200 / Non Member \$250
Theater/Lobby:	Member \$460 / Non Member \$550
Entire Building	Member \$600 / Non Member \$700

### **Add-ons (in addition to hourly or daily rates):**

Kitchen	\$20 per hour / \$70 per day
Theatre w/ lights	\$40 per hour with all stage lights (full theatrical amenities to be negotiated)
Technician	\$25 per hour (payable to the technician)
Unlock/Lock up:	Member \$20 / Non Member \$30 (charged to all renters)

- Building use is by the hour, with the minimum being 1 hour.
- Daily fees refer to the normal period of a day (beginning at 7AM) with occupancy of 6 hours or more.
- All day rentals, and hourly rentals, must end by midnight.
- Deposit and fees must be paid in advance as 2 separate checks. If a technician is needed on sight, 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.
- 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.
- 10% per seat charge will be added for groups charging admission to a “show” or event.