



Rules for Use for Monroe Theatre Guild Facilities & 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 & 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 may be made at the discretion of the Board of Directors.

13. Entertainment, programs and meetings held on the 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 of Directors.

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. Please pay deposit in separate check, made payable to Monroe Theatre Guild.

Business rates & 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 \$25 per hour / Non Member \$30 per hour
Lobby Only	Member \$25 per hour / Non Member \$30 per hour
Theatre/Lobby	Member \$60 per hour / Non Member \$72 per hour
Entire Building	Member \$80 per hour / Non Member \$100 per hour

Entire Day (6 hours or more):

Rehearsal Room	Member \$150 / Non Member \$180
Lobby Only	Member \$150 / Non Member \$180
Theater/Lobby	Member \$360 / Non Member \$432
Entire Building	Member \$480 / Non Member \$600

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

Kitchen	\$10 per hour / \$50 per day
Theatre w/lights	\$25 per hour with all stage lights
Technician	\$20 per hour (payable to the technician)
Unlock/Lock up	Member \$10 / Non Member \$20 (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 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 site, please pay the technician directly for his or her time.

- No rooms other than those mentioned on the Facilities & 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.