

PROCEDURES AND CHARGES FOR FACILITY USE

Rates Effective August 2011

Type of Organization

Tax exempt/Non-profit

\$260 / hour performance

\$150 / hour rehearsal

Commercial/ All types

\$320 / hour performance

1. First come, first served will not be the procedure used. Assignment of reservations will be made at the management's discretion.
2. It is vital that each organization submit a **Jim Rouse Theatre for the Performing Arts Reservation Request/Worksheet** with their request. This will enable the JRT staff to effectively schedule and budget each event.
3. It will be the responsibility of the Administrative Director of the Performing Arts and Governance Committee to resolve all conflicts and complete the schedule.
4. The Jim Rouse Theatre requires a four (4) hour minimum performance charge and a four(4) hour minimum rehearsal charge. The only exception to this is IF your group rehearses the same day as your performance; if so the 4 hour minimum may not apply to the rehearsal time.
5. All performance pricing reflects there being a Technical Director, House Manager, and Security from the Jim Rouse Theatre for the Performing Arts on site. All Rehearsal pricing reflects there being a Technical Director from the Jim Rouse Theatre for the Performing Arts on site.
6. Any other personnel (i.e. technicians, custodial, etc.) or equipment required in setup, running or tear down of the event shall be paid at a rate determined by the Jim Rouse Theatre Manager. This amount will be in addition to the actual rental amount. Personnel utilized for the facility use will be paid by charging the organization the cost of the service plus a 5% upcharge for coordination of the service and the handling of the funds.
7. A nonrefundable deposit equal to 1/3 of the rental, using the hourly rate as the method of calculation, shall accompany the signed FACILITY USE CONTRACT. The balance shall be paid no later than 30 calendar days prior to the first day of occupancy
8. Cancellation of contract by lessee shall result in forfeiture of the deposit. A fee of \$50.00 will be charged to lessees requesting a new contract after previous cancellation(s) of a contract for which no deposit was made.
9. All Guidelines/Terms/Conditions must prevail on all facility use.
10. Prices and conditions subject to change without notice.
11. Please make sure you have reviewed the facility use guidelines/terms/conditions on the back of your contract.
12. Depending upon the nature of the performance, lessee may be required to pay for additional security. This decision lies with the Theatre Manager and Principal of Wilde Lake High School.

Should you have any questions, please call Betsy Fetchko 410.997.1317