

ROGERS CITY THEATER USAGE POLICY

The Presque Isle District Library, hereby known as, “The Library” encourages the community use of its Rogers City Theater, hereby known as, “The Theater” for the purpose of community gatherings including lectures, live music, community forums, film festivals, small theatrical productions, dance performances, literary readings, debates, and other creative uses. This Usage Policy is set in place and approved by the Library Board of Trustees. The Library reserves the right to refuse the use of the Rogers City Theater at their sole discretion.

In accordance with the **Michigan Public Accommodations Act**, these tax-supported facilities may be used only by those groups whose membership is open to all without restriction based on race, sex, religion, etc.

ELIGIBILITY

Non-profit organizations and for-profit organizations may reserve the theater for non-commercial use and will be known in this policy as “The Renter”. Commercial or for-profit organizations may NOT use the theater except when sponsoring educational programs of a non-profit nature which are open and free to the general public. Inquiries for such groups will be referred to the Library Director for review and consideration.

RESPONSIBILITY

All activities held in the theater must comply with the Presque Isle District Library Patron Rights, Responsibilities, and Conduct Policy.

No imaging capture is allowed of the film screen if film is showing. The Library reserves the right to request the removal of any audio and/or video recording devices.

The Theater assumes no liability for injury or accidents that occur on the premises during the event, whether inside or outside of the building. Any injuries or accidents must be reported to the Theater Manager immediately.

The Renter assumes all financial responsibility for damage to the facility incurred by the rental party. Any damage must be reported immediately to the Theater Manager.

Unless the stage is being used for the rental purposes, all individuals must be kept off the stage and behind the stage dressing room area. The Library assumes no liability of any injury incurred in these areas. The Renter will be responsible for all damages to any part of this area of the theater.

RENTAL FEES /PROCEDURE FOR RESERVATIONS

The Renter will contact the Theater Manager and/or Program Director to check for available dates for proposed event. A date will be reserved based on availability within a given time period. Dates will not be held for an extended period of time. The Renter must confirm the date of event within 24 hours with a **non-refundable \$50 security deposit**.*

*A security deposit of \$50 will be applied to the rental fee for the theater usage.

Theater fees:

- Non-profit (with proof of 501c3 or non-profit documentation): \$150 for two hours of use; and \$150 for each additional hour.
- For-profit and/or Commercial use: \$300 for two hours of use and \$150 for each additional hour.

*The security deposit is applied to cleaning fees following the event. The Theater Manager is responsible for all cleaning following the event.

Cancellation of an event may be made up to 24 hours of event upon notification with Theater Manager and/or Program Director. If cancellation is made within 24 hours of the scheduled event, a \$50 surcharge will be incurred by the Renter.

Theater concessions are available upon request and are coordinated through the Theater Manager. Request for use of concessions must be made no later than five days from the event due to employee scheduling.

A/V and TECHNICAL REQUESTS

The Renter is responsible to contact the Theater Manager to schedule a date/time to meet at least one-week prior to the event to discuss stage set-up, technical requests, A/V needs, etc. There will be an **additional fee of \$25/hour** for any part of the audio/visual equipment that requires an A/V technician on-site for the duration of the event.

ACKNOWLEDGEMENTS

The Presque Isle District Library must be acknowledged from the stage to the audience as part of the opening remarks prior to event. “Thank you to the Presque Isle District Library for the use of the Rogers City Theater”.

ADDITIONAL INFORMATION

Decorating and set-up must be coordinated through the Theater Manager and scheduled for allotted time that will not interfere with theater show times or other scheduled events. Time to set up or decorate will be granted as time allows. Please consult with the Theater Manager before the day of scheduled event to arrange time for decorating.

Nothing may be taped, tacked, or otherwise affixed to theater walls without prior consult with and approval by the Theater Manager.

FOOD & BEVERAGE

We encourage The Renter to enjoy our facility and welcome caterers for event. However, food and beverage not purchased at the theater, must stay in the catering area (lobby area). Outside food will not be permitted in the theater seating area. All spills are to be reported to the Theater Manager immediately. Caterers must remove all equipment and clean the catering area and table area immediately following event.

ALCOHOL

Alcohol may be provided. Consult with the Theater Manager prior to signing rental agreement. Caterers must abide by all applicable Local, State and Federal/County Health Standards. The Renter may, in limited circumstances; serve alcoholic beverages at a function provided that: 1. The function is not a student activity. 2. The Renter provides evidence of liability insurance, which includes Host Liquor Liability and assumes, in writing, liability for any matters arising from the serving of alcohol. The liability policy shall have limits of liability of at least one million (\$1,000,000.00) dollars and will name the Renter as “an additional insured on a primary basis.” A copy of the policy should be submitted to The Library at least five (5) business days prior to the event. Any exceptions must be approved by the Library Director. 3. The Renter shall assure full compliance with Michigan State Laws pertaining to the use and/or sale and/or serving of alcoholic beverages (i.e. beer, wine, champagne, etc.). The Renter must contact the Michigan State Liquor Control for appropriate application and compliance policies. If a permit is required, it will be obtained by the Renter with a copy turned over to The Library at least 48 hours prior to the event. 4. The Library will grant permission for the use of alcoholic beverages only if all of the required information and assurances have been provided at least 48 hours in advance. The Library will consider each alcohol-use request on an individual basis and reserves the right to deny use of The Theater if such is deemed not to be in the best interests of The Library. The Renter holds harmless The Library, its Board of Directors, employees, volunteers and trustees from any liability arising from any event that has provided the use of alcohol.

ROGERS CITY THEATER RENTAL AGREEMENT

Please complete the Rogers City Theater Rental Agreement in full and return to the Theater Manager via fax: 989-734-4899, email pdf to rct@pidl.org, or mail to 181 E. Erie Street, Rogers City, MI 49779

Adopted: August 8th, 2018