



Fosston Community Library and Arts Association
PO Box 73 ~ 403 North Foss Avenue ~ Fosston, MN56542

Theater Facility Rental Policy

- The theater house seats 154 with 6 openings for wheelchair seating
- The stage measures 32' wide by 21' deep
- Area is wired for electrical

We welcome you to the Fosston Community Theater and are excited to partner with you in the promotion of the arts! In order to keep our theater and facilities looking great for everyone we ask that you adhere to the following policies:

- The type of use permitted will be determined by the FCLAA, and must be approved, along with a signed contract for each event.
- Groups must make arrangements with the Theater committee regarding use of lights and sound equipment. All tech users must first be approved by the committee, and additional fees will be charged if assistance is required.
- A small kitchenette is available for the serving of light refreshments. A small, additional fee is required for use of this space.
- Groups are responsible for the set up and take down of any additional chairs, tables and other equipment before and after the function and should allow additional time for this as necessary. *Staff is not available with the set up or clean-up of the facilities.*
- **Please, do not approach library staff regarding keys or questions regarding theater usage, as they do not handle these requests.**
- **All contract and key requests will be arranged through Bonnie Stewart at 218-280-9176, stewart.bonnielee@gmail.com.**
- **All theater usage questions may be directed to an FCLAA Theater Committee member: Abby Pearson (218-280-0595), Joann Papke (218-280-6922) or Kate Moore (952-240-5034)**

Theater Rental Fees

- \$100 per day, due 10 days prior to event
 - A \$50 deposit is due at the time of reservation to guarantee the date. This deposit check will be held and returned, provided the signed contract is honored and the clean-up checklist is completed.
- Light/Sound Assistance:
 - \$50/hour for a technician provided by FCLAA.
 - You may provide your own visual/audio personnel. However, technicians must be deemed adequately trained and approved by the FCLAA Theater Committee prior to the first date of use.
- To approve your light/sound technician, please contact Abby Pearson at 218-280-0595.

Exceptions to the fee policies may be considered on a case-by-case basis and left to the discretion of the FCLAA Theater Committee.

Events sponsored by FCLAA Music Teachers, Elementary and High School Arts Events are not charged, however A SEPARATE CONTRACT MUST BE COMPLETED FOR EACH EVENT AND ALL CONTRACT SPECIFICATIONS, INCLUDING POST-EVENT CLEAN-UP ADHERED TO.

Benefits/Fundraisers: The FCLAA would like to assist the community in providing our venue to support charitable causes. If the purpose of your event is to raise funds for a charitable cause within the community, facility fees may be waived at the discretion of the FCLAA Theater Committee and Board. Please detail your benefit or fundraiser on your application.

Theater Supervision and General Guidelines

1. **Please, no students will be allowed access to the theater without adult supervision.** A supervisory adult or teacher must be present at all times and will be responsible for all discipline. The adult supervisor will be the one granted keys to access the Library Arts Center and are responsible for the building and its contents. **DO NOT GIVE KEYS TO ANYONE.** This will be considered a breach of contract and will forfeit your deposit. Keys must be returned to Bonnie Stewart (218-280-9176) the day following the event or per prior arrangement.
2. **Students are to remain in the auditorium for the duration of the activity.** Students are not to go into other areas such as dressing rooms, backstage, balcony, basement, gallery or library foyer unless necessary for rehearsal purposes. The FCLAA assumes no responsibility for persons sustaining injuries or for any personal property.
3. **The auditorium is expected to be left as it was found.** Please place any props back to their original location, clean up all garbage, sweep the stage and vacuum the auditorium and upper gallery floors. When you leave, make sure that all lights are off and all rooms are locked: costume/prop access door, balcony, downstairs doors, outside doors to theater and front door. If light/sound was used, be sure to shut down everything and cover the audio board. Please follow the clean-up checklist attached to this contract.
4. **Do not attempt to repair or move equipment.** If a light, speaker, microphone or any other equipment is not working or needs to be moved call Abby Pearson, and we will have the issue taken care of.

5. **Immediately report any and all damages to FCLAA property to an FCLAA Theater Committee member.** Restitution must be made to the theater committee for any said damages to the facilities by the group or individuals associated with the group. A bill will be sent to the individual that signed the contract for any damages if the cost of repair is more than the deposit amount.

Theater Policies – Specific Area Breakdown

For performance groups that require the use of the costume rooms, prop rooms and building of sets, etc. separate policy guidelines will be provided. All other groups renting will follow guidelines specific to the balcony- light/sound booth, ticket booth and upper gallery:

BALCONY – Light/Sound Systems:

- **House Lights** – controllable in two locations – in the upper gallery, next to the ticket booth; and in the balcony. If you are using a light/sound tech, we highly encourage you to have only that person control the house lights. Note: Side scone lights are only manageable from the light/sound booth).
- **Light/Sound Booth Area** – Keep this area locked at all times when not used by an authorized technician. All techs must be trained on our system and approved by an FCLAA Theater Committee member. The value of our light and sound equipment (including the speakers on stage and overhead lights) exceeds \$20,000. **It is imperative that the procedures to operate this equipment are followed explicitly to avoid any damage.** Sound and light boards must be covered at all times when not in use.
- **Light & Sound Equipment** – NO light or sound equipment is to be removed from the FCLAA Building. Exception: FCLAA sponsored events (outdoor concerts, etc.) may require the use of speakers, microphones, etc. to be used. This equipment will be removed and returned by authorized personnel only.
- **Only approved personnel may alter light and sound systems!**

Backstage Area

- A cleaning check listed is posted for this area. All items must be put back where they belong and the area must be vacuumed and garbage removed after the event.
- If you notice any lightbulbs that need replacing please let FCLAA Theater Committee member know.

Upper Gallery/Theater Entrance/Ticket Booth

- **Door coverage** – you are responsible for covering the doors to assist guests before, during and after your event.
- **Ticket/souvenir sales** – A table for selling items may be placed in the upper gallery or foyer area – NOT in the theater house, as this presents a fire hazard.

Thank you for reviewing and complying with the above policies. If you have any questions or concerns, please contact Bonnie Stewart at 218-280-9176 and you will be directed to the FCLAA Theater Committee member who can address your issues. We appreciate your use of our facility!



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Theater Facility Application & Contract

Please fill in the following information completely:

Date(s) of Event: 1st Choice _____

2nd Choice _____

Nature of Event (i.e. recital, concert, play, library presentation, benefit...)

Event Start Time(s): _____

Event End Time(s): _____

Use of Kitchenette: _____ Yes _____ No

Use of Audio/Visual: _____ Yes _____ No NEED ASSISTANCE: _____ Yes _____ No

If you will run your own tech, who will be the engineer?

Name: _____ Phone: _____

(This person will need to be approved by FCLAA prior to event)

FEES:

Deposit: \$50.00 Due at time of booking

Rental: \$100.00 x _____ Due 1 week prior to 1st date.

Audio/Visual Tech: \$50.00 x _____ hours = _____ Due with rental fee.

TOTAL FEE DUE: _____ **Balance Due Date:** _____

Renter Contact Information:

Name: _____ Address: _____

Phone: _____ Email: _____

By signing this document, you have agreed to the terms of this contract. Any breach of contract will cause a forfeit of your deposit. Booking is not complete until this contract is approved and deposit is on file. Your signature also confirms that you have read and agree to the Theater Facility Policy (separate document) and the Post-event cleaning list attached to this contract.

Signature: _____ Date: _____

THIS PORTION TO BE COMPLETE BY AUTHORIZED FCLAA MEMBER

FCLAA Approval Signature: _____

Date keys granted: _____ Date keys returned _____

Deposit returned: _____

Tech approval granted: _____

FCLAA member assigned for final walk through: _____

FCLAA THEATER POST-EVENT CLEANING CHECK LIST

All areas should be restored to original condition

Please use the following check-list as a guide

____ ALL trash picked up, bagged and disposed on in the furnace room by restrooms in the lobby.
More bags can also be found there.

____ Backstage

____ Theater house and stage

____ Upper gallery/entrance

____ Kitchenette (if used; a separate list is provided for this area)

____ All areas vacuumed – theater vacuum is stored backstage

____ All furnishings used on set removed

____ Stage floor swept or dry mopped – wet mop only if needed

____ Audio/Visual equipment powered down properly and area cleaned up

____ All lights turned off

____ All areas locked up upon leaving