

GUIDELINES FOR USE OF MOULTONBOROUGH COMMUNITY AUDITORIUM (MCA)

It is the intention of the Moultonborough School District to maximize and closely regulate use of the Moultonborough Community Auditorium (MCA). Applications for use may be submitted up to one year in advance of the performance date. Applications may also be submitted up to 10 days before the event subject to availability of staff and facilities.

User fees are required at the time of reservation and the auditorium will not be reserved until all forms are completed (including Licensee Agreement), signed, and all fees paid. If any user fees are not made according to the schedule set forth in the agreement, the event is subject to cancellation and all money previously paid will be forfeited to MSD as liquidated damages.

Moultonborough Community Auditorium Group Priority Classifications:

- A. School Purposes (See KF-R Item #2) and Town of Moultonborough (See KF-R item #3).
- B. Community, non-profit clubs and organizations where no admission is charged.
- C. Community, non-profit clubs and organizations where admission is charged.
- D. Private groups, companies and/or profit organizations.
- E. Long-term use and/or lease agreements negotiated by the District.

Rental Rates for MCA:

<i>Classification:</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>
Rate per Day:	\$0	\$50	\$200	\$400	Negotiated

Basic Labor Service Charge:

- Technician (4 hours minimum at a rate of \$26/hour)
- Custodial (4 hours minimum during non-custodial hours at a rate of \$26/hour)

Additional Equipment Charges:

- Color Charge: \$20 / Color
- Piano: \$100 / event (tuning not included)
- In-House sound system with one microphone: \$25 / event (technician not included)
- Microphones: \$20 for each additional

Lessee must agree to make a complete payment of all estimated monies owed to MSD five days prior to the event. In the event that actual and estimated charges differ, any outstanding balance will be paid upon presentation of a final statement, but no later than two business days after the last performance.

SPECIAL CONDITIONS FOR USAGE OF MOULTONBOROUGH
COMMUNITY AUDITORIUM (MCA)

1. Only the facilities, which are recorded on the application, are available to the lessee.
2. The lessee will replace, restore or reimburse, stolen, damaged or missing equipment discovered during the term of their lease.
3. MCA shall not be available on school days to the lessee for any kind of preparation before 2:30 p.m. unless otherwise arranged by the MCA director.
4. No decorations shall be attached to the walls, ceiling or stage drapes in any manner, except by written permission of the auditorium director.
5. There shall be no smoking in any part of the MCA or on school grounds. There shall be no alcoholic beverages or illegal drug usage of any kind in MCA or on school grounds.
6. Under no circumstances can food or beverages be brought into the auditorium proper. Refreshments cannot be sold or consumed in the auditorium lobby or green room unless preauthorized by the MCA Director.
7. There shall be no changes in lighting arrangements, without permission of the MCA director. Under no condition shall there be tampering with equipment in the control booth without the written permission and the direct involvement of the MCA director.
8. The lessee shall clear their equipment immediately following the event. Additional charges will be incurred if the MCA is not left in the cleanest possible state.

MSD Adopted: September 13, 2005
MSD Proposed: August 9, 2005
Adopted: October 12, 2004
Proposed: August 10, 2004