



Request for Use of the Fountain Theatre

Name of Individual/Organization: _____

Address of Individual/Organization: _____

Is this organization a non-profit? _____ EIN/Tax ID _____

Authorized Representative: _____

Contact Phone: _____ Contact Email _____

Website address: _____

Purpose of Event and Planned Activities: _____

Date of Event _____ Rental Start Time* _____ Rental End Time* _____

*Rental time should include 30 minutes for set-up (allow more time if needed), time for attendees to gather, time for the event itself and 30 minutes for clean-up to be completed following the event.

Upon acceptance of this request, an authorized representative will be required to sign a theatre use agreement and comply to the following:

- A 50% **non-refundable** deposit must be made at the time the contract is signed.
- The balance of the rental must be paid 24 hours in advance of the event.
- If the renter intends to show a film during the event, the renter must submit proof of permission from the distributor to screen the film. If the renter has asked the MVFS to seek permission, renter agrees to pay an additional fee of \$50 for this service.
- Only an MVFS approved projectionist may operate equipment. Arrangements must be made through the Head Projectionist and may incur an additional cost.
- The concession stand will be open during the event unless agreed upon otherwise in advance.
- The use of bubble machines, smoke machines, and any other devices that could damage screen, equipment, murals or furniture are prohibited.
- No more than 100 people will be admitted (in addition to up to 5 staff persons).
- No decorations may be placed on the murals. Decorations may be placed in designated areas as directed by board liaison.
- Only documented service animals are permitted on the premises.
- User agrees to protect the property of the MVFS.
- Neither the Mesilla Valley Film Society nor any of its officers, directors or volunteers shall have any responsibility or liability for any loss, damage, or destruction of any property belonging to the renter or renting organization nor any of its guests or for any illness, injury, or death of any person on the premises during the period of this agreement including set up and clean up.

Signature of authorized representative

Date

Date of approval
by Board of Directors