

First Street Community Center (FSCC) Uptown Theatre Rental Policy

First Street Building, 221 First St. NE, Mount Vernon, Iowa

Scheduling

All groups or individuals must schedule events, including rehearsals, in the Uptown Theatre with the FSCC Manager, Kelly May. Space is scheduled according to availability and approval of FSCC Manager and FSCC Owners. Send requests by email: elliottsuptownfitness@gmail.com or call 319.895.8060.

Rental Fee

Fees are charged for all groups who use the Uptown Theatre. Rental fees may be waived for certain fundraisers, school groups, or individuals at the discretion of the owners of FSCC. Renters are required to pay fifteen percent (15%) of the revenue through ticket sales or \$20.00 per hour if not collecting revenue through tickets. Each renter must pay a fifty dollar \$50.00 damage deposit due before the event and will be refunded or applied to the rental fee at the close of the event.

The FSCC will provide lighting and sound set up and operation during the performance. The fee is \$150.00 for the sound and up to \$150.00 for the lights. If the groups or individuals set up their own sound and lights there will be no charge for technical assistance.

Renters, groups or individuals who want to prepare and use the Uptown Theatre more than six (6) hours before the scheduled event are required to pay an additional \$50.00 above Rental fee, technical assistance and damage deposit.

Policies for Use

A key will be signed out to an individual representing himself/herself or a group. The Uptown Theatre will be locked except when in use by the group renting Theatre. The key will be returned to the FSCC Manager the day after the event.

No food or drink (except water) is allowed in the theatre space. Special Uptown Theatre drink cups may be purchased and then Uptown Theatre patrons are allowed to drink the beverage of their choice in the Theatre. Popcorn and/or pretzels may be eaten in the Uptown Theatre with the permission of FSCC owners, Rick and Trude Elliott.

Smoking is not allowed anywhere on the building premises, including the parking lot.

Personnel and/or technical assistance is not provided. Technical assistance may be arranged with the FSCC owners based on a fee stated in paragraph two under Rental Fee above. Renters may use the space and the equipment therein. Any extra equipment, properties, etc. that are brought in **must be removed** at the end of the run.

The space must be returned to the owners in its original condition. Vacuuming, sweeping, and basic cleaning of the theatre and stage. All trash must be taken to the dumpster in the back of the building. Any set building or painting must be cleaned up completely. Any damage must be reported to the FSCC Manager. **No part of the space may be permanently altered**—i.e., no nails or screws may be used on walls or floors. Report any **safety concerns or incidents** to the FSCC owners or manager (see contact information below).

This is a community space. The property of other groups using the facility is off limits to Uptown Theatre Renters. The FSCC owners and manager are not responsible for any personal or group property left in the theatre space. **All other parts of the FSCC are unavailable to the renters unless permitted by FSCC owners.**

Emergency contacts: FSCC owners Trude Elliott (319-558-9209) and Rick Elliott (319-533-0622), FSCC manager Kelly May (319-551-3658).

May 14, 2015