

GUIDELINES AND PROCEDURES FOR LEASING THE PERFORMING ARTS CENTER

Who does LALT rent the Performing Arts Center to?

As official custodians of the Performing Arts Center, Los Alamos Little Theatre Inc. has an obligation to the community of Los Alamos to host a full complement of plays, musicals, and other dramatic works. LALT is authorized by the County to lease the PAC to outside performing arts organizations (including individuals), however LALT's first priority is to ensure sufficient time for its own productions, including rehearsal, set construction, and technical support.

Rental of the PAC is not on a first come first serve basis, nor is a rental contract granted simply because space is available. Since LALT cannot predict specific needs more than 30 days in advance, it will not grant long-term leases to outside organizations during its prime-use times (weekday evenings after 7pm and weekend days), and it will insist on scheduling flexibility from its tenants. Applications for regular rental during early evenings (5-7pm) on weekdays will be discouraged.

Rental agreements will be granted to performing arts organizations only if (1) the PAC is likely to be available, (2) the petitioning organization is willing to be rescheduled on demand, and (3) the petitioning organization demonstrates a respect for the property and resources of LALT (such as closing outside doors in the winter, adherence to agreed hours, and no unauthorized use of equipment).

Procedures for Obtaining a Rental Agreement

No outside organization may use the Performing Arts Center without a signed rental agreement from Los Alamos Little Theatre Inc. Performing arts organizations that wish to use the PAC, either for special events, or on a regular basis during non-prime times, must contact LALT's use committee. Once contacted, the use committee will appoint a representative to act as a liaison between the applicant and LALT's governing board. This representative is not authorized to lease the PAC; only LALT's governing board has that right.

The liaison will first prepare a rental agreement for the prospective tenant, including specific times and fees, based on LALT's standard rental agreement and rate schedule. The agreement may not run longer than one year, nor may it span two fiscal years. (LALT's fiscal year is June 1 to May 31.) The liaison will then review the details of the agreement with the prospective tenant, and will obtain all tenant signatures required by the agreement prior to soliciting LALT's governing board for approval.

Once the Rental Agreement is Approved

If the rental agreement is approved, the liaison will continue to act as an intermediary between the tenant and LALT. Any official LALT action directed at a tenant (such as a rescheduling demand) must be approved by the governing board, and will be communicated to the tenant via the liaison. Tenants should also pass any official request for LALT action through their liaison. If the liaison is unavailable for an extended time, the president or a designated use committee alternate may act on his behalf.

LALT reserves the right to cancel any rental date for which no advanced payment has been received, or any pre-paid rental date with thirty days notice. (It is LALT's policy not to cancel prepaid dates except in dire need.) A tenant may cancel any reserved date with seven days notice and receive credit for that date.

Near-term emergency scheduling or rescheduling of the PAC by a current tenant may be done on the authority of the liaison alone, provided that such scheduling is agreed to by all active directors. Any rescheduling request involving three or more dates, or any attempt to schedule more than 60 days in advance, must be approved by LALT's full governing board. Only current tenants may be rescheduled by the liaison.

Under no condition may a tenant write on LALT's scheduling calendar; the use committee will handle all tenant reservations.