

GUIDELINES and PROCEDURES FOR RENTING or CO-PRODUCING EVENTS at the PERFORMING ARTS CENTER

Who does LALT rent the Performing Arts Center to?

As official custodians of the Performing Arts Center (PAC), Los Alamos Little Theatre Inc. (LALT) 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 Definition: a rental is when an organization or individual pays a fee for use of the PAC. Fees are posted on the Resources tab of the LALT website. LALT does not in any way endorse the activities of the lessee.

Co-produced Event: an event where an LALT member is either a producer or director of the event. By definition, a co-produced event is produced under the LALT brand and is covered by LALT insurance. Generally, there will be some level of profit-sharing for a co-produced event.

Audience Event: an event open and advertised to a general audience where tickets are either offered for sale or by donation.

Reservation of the PAC, for a rental or co-production, is not on a first-come, first-serve basis, nor is a rental or co-production 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 6pm), and it will insist on scheduling flexibility from its tenants. Decisions on rentals are at the discretion of the LALT Board of Directors.

PAC usage time frame: Due to the lack of AC in the PAC and resultant heat danger to audience members, all audience events in the PAC, rental or co-produced, must take place within the time frame of the PAC-based LALT season. This means that no rental or co-produced events will take place after the final May show or before the first September show. Exceptions will be made for the LALT Summer show if needed for rained-out performances. Any other exceptions will require board approval.

Rental agreements will be granted to performing arts organizations only if:

- The PAC is likely to be available.
- The petitioning organization/individual is willing to be rescheduled on demand.
- The petitioning organization/individual demonstrates a respect for the property and resources of LALT (such as adherence to agreed hours and no unauthorized use of equipment).

Procedures for Obtaining a Rental or Co-Production Agreement

No outside organization may use the Performing Arts Center without a signed rental or co-production 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 submit a request by using the Facility Reservation Request form (available on the LALT Resources page). Rentals will require proof of at least \$1M in liability insurance.

Performing Arts Center -- Renting and Co-Producing Guidelines

An executive officer (president, vice-president, treasurer, secretary) 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 Artistic Committee must approve the rental or co-produced events. Once Artistic Committee approval has been obtained, an executive officer will then review the details of the agreement with the prospective tenant. Electronic signatures required must be obtained prior to soliciting LALT's governing board for approval.

Once the Rental Agreement is Approved

If the rental agreement is approved, a liaison will be appointed. The liaison will 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, an alternate appointed by an executive officer may act on their behalf.

LALT reserves the right to cancel any rental date for which no advanced payment has been received, or any prepaid 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 Artistic Committee. Only current tenants may be rescheduled by the liaison.

Approved by the LALT Board of Directors 24 June 2026