



The mission of Lyric Theatre Company is to produce musicals and dramatic performances of professional quality for northern New England. We offer both members and the public opportunities for learning and growth by volunteering within the Lyric organization. As a community theatre, we are committed to keeping our programs affordable, offering educational and theatrical activities, sharing resources and working cooperatively with schools other community groups.

Lyric Theatre Company Rental Policies

Are you looking for a space to rehearse, to offer a workshop, teach a class, or host a meeting?
There are openings in the Lyric Creative Space schedule that may suit your needs.

Space Usage

- Space rental, fees & scheduling are negotiated with the Executive Director.
- Rental categories include, but are not limited to:
 - Rehearsals
 - Meetings
 - Workshops
 - Trainings
- Long-term rentals (1 or more days/week) may be scheduled for a maximum of 8 weeks, renewal is at the discretion of the Executive Director.
- Renting groups must identify a responsible person who will be on-site and available by phone during the rental period who can be contacted with questions.
- Renters must sign Lyric's "Rental Guidelines & Agreement"
- Rental of space does not include use of other Lyric resources.

Scheduling Guidelines:

- Lyric Theatre sponsored uses take precedence over rental by outside groups.
- To schedule, a group must contact the Lyric Creative Space more than 48 hours before the event to confirm availability and reserve space.
- All activities in the building must end by 10 p.m. and the building must be clear and locked by 10:30 p.m.
- As a part of our mission we want to work collaboratively to share resources with the community and as such may prioritize non-profits, other theatres, or schools in scheduling discussions.
- Lyric reserves the right to not open certain spaces during rehearsals for our MainStage shows.

Rental Fees

- All fees are based on a four hour period. If you need a longer amount of time reserved the fees will increase.
- Payment must be made in full before rental for first-time renters or a one-time rental.
- For rentals lasting more than one day Lyric requires half-down before the first day of rental.
- There are keyboards in both the Large Rehearsal Hall and the Tampas Music Room that are covered in the room rental rate.

- There is a sound system that is Bluetooth enabled in the Large Rehearsal Hall.
- There is a wall of mirrors in the Large Rehearsal Hall and in the Small Rehearsal Hall.
- There is a projector screen and a SmartTV in the Conference Room that are included in the room rental rate.
- Chairs and music stands are available by request, otherwise rooms will be empty.
- If Lyric Theatre feels that the rental requires a staff person to be on-site, the cost of the staff time will be paid by the renter.
- If a group is looking to use our warehouse space to build or paint, we are open to creating an agreement but supervision will be necessary by a Lyric staff member or designated volunteer. Staff time will be paid by the renter.
- Lyric is currently not able to offer storage space for projects created in the Lyric Creative Space.

Room	Business	Non-Profit	Member
Large Rehearsal Hall	\$50	\$35	\$10
Small Rehearsal Hall	\$40	\$25	\$5
Both Rehearsal Halls	\$80	\$55	\$13
Tampas Music Room	\$30	\$15	\$10
Conference Room	\$30	\$15	\$10
19 th Hole Meeting Space	\$15	\$10	\$5
Building/Painting Space*	\$50	\$20	\$10

Prices adopted 2/1/2020

Liability

- Long-term renters may be required to have an insurance certificate.
- Rental spaces will be shared with Lyric or other organizations so personal belongings are left in the rental space at your own risk.
- Renters must make arrangements with the Lyric office to get into the building.
- There must be an adult (age 25+) in the building at all times when a group is renting the space.

Maintenance:

Lyric Theatre Company does not provide cleaning services for renters. Space must be left as it was found and trash bagged and disposed of by the renter. A clean up fee of \$50 will be charged if necessary.

Rental Process:

- Renter negotiates schedule, fees, and access with Lyric staff.
- An authorized representative of the organization signs rental agreement
- Group designates an onsite “responsible person” who will be present for the duration of the rental schedule.
- Onsite responsible person has an orientation site visit, meets staff and reviews the “Guidelines and Agreement”.
- The responsible person will open the building, coordinate clean up, lock up and notify Lyric representative of arrival & departure
- Exit interview encouraged between responsible person and staff.



7 Green Tree Drive LLC Space Rental Guidelines & Agreement

Rental schedules, fees, arrangements for access to the rental space and any changes to schedules must be made through the Lyric Theatre Company staff.

Renters are required to check in and out with the office during weekday office hours. For weekend or evening rentals, please text 802-922-7884 upon entering and leaving the building.

Building security must be maintained at all times. The entry door will be determined by the space being rented and means of access provided by the Lyric Theatre Company staff. Doors may not be propped open and renters may only admit those associated with their organization to the building.

Before leaving the building:

- Clean rented area(s) of food and trash, bag and place in dumpster.
- Remove personal belongings or store belongings as instructed (if a multiple-use rental). Please note that personal belongings are left at your own risk.
- Turn heat down as instructed (if evening or weekend rental)
- Check & lock doors
- Rental space must be left as it was found or a \$50 cleaning fee may be assessed.

Cleaning supplies, broom & dustpan and extra trash bags are stored in the kitchen. We welcome "good Samaritans" who want to provide their own bags, cleaning supplies, toilet paper, etc.

Parking is available in front and in back of the building but marked fire lanes must be kept open.

No alcohol, drugs or smoking are permitted on site.

For youth groups, there must be a responsible adult, age 25+ onsite at all times.

Maximum capacity for rehearsal space is 100 people, for the conference room it is 15.

Liability:

Use of 7 Green Tree Drive LLC is at the renters' own risk. Neither 7 Green Tree Drive LLC nor Lyric Theatre Company, Inc. shall be held responsible for liability arising out of the operations of the renters of 7 Green Tree Drive LLC.

By signing this agreement I release 7 Green Tree Drive LLC and Lyric Theatre Company Inc. from all liability to me for any and all injuries I may receive while renting 7 Green Tree Drive LLC. I hereby waive any claim I may have, now or in the future, as a result of any injury or harm caused to me that I may develop at any time hereafter, even though unknown to me and not contemplated by me at the time of the signing of this agreement, resulting from my rental of 7 Green Tree Drive LLC.

Emergency procedures:

- In the case of a fire, injury or other emergency, call 911. When possible, please also inform Warehouse Manager Ted Anderson at 802-922-7884.

- If you notice building maintenance issues, please contact Facilities Chair Doug Viehmann at 802-578-6502.

The Lyric Theatre Company has the final authority to grant, refuse or revoke permission for use of the space.

Organization Name: _____

Organization Representative: _____

Contact Phone: _____ Contact Email: _____

Date(s) of Use: _____

Space(s) to be Used: _____

Onsite Responsible Person: _____

Contact Phone: _____ Contact Email: _____

Total Rental Fee: _____

- deposit _____ paid on _____

= balance _____ paid on _____

Payment Type:

• Cash _____

• Check _____

• Credit Card _____ Name on Card: _____ Exp. _____ CVV _____

Number on Card: _____

**As the above organization's representative, I have read, understand and agree to the above
7 Green Tree Drive LLC Rental Guidelines:**

Signed: _____ Date: _____

Lyric Executive Director: _____ Date: _____