



Monarch Theatre Use Agreement 2023-2024

Please read the following guidelines and sign at the bottom. This form must be on file before requesting the use of the Theatre each year. The Theatre Request Form must be completed for each individual event.

This agreement is kept on file for one year. By signing below, you agree to the following:

- ☐ It is the responsibility of the Sponsor to maintain the cleanliness and order of the theatre during the assigned use. It is always the Sponsor's responsibility to supervise and BE PRESENT with all students or club members.
- ☐ At no time shall any students (apart from the Technical Theatre Students assigned to the event,) be allowed in the backstage area. All students may use the bathrooms in the lobby area for changing and bathroom use. Please be sure to pick up all agenda copies and paper materials as well as trash upon exiting the theatre.
- ☐ There is ABSOLUTELY NO EATING OR DRINKING (INCLUDING GUM) in our theatre.
- ☐ No open flames or candles are allowed in the theatre or lobby.
- ☐ You are the supervising adult and you must be the last one out of the event. Technical Theatre students are not responsible for cleaning up after your event.
- ☐ Theatre facilities will be checked by the assigned Technical Theatre students before and after each scheduled event. Those students will report back to the Theatre Director with any concerns, which may result in loss of Theatre privileges for that school year.
- ☐ You will be assigned theatre technician(s) to assist you in your event. They will be responsible for setting up and teaching your students the correct protocol when using technical properties (microphones, podium, projector etc.) as needed.
 - Technical properties (microphones, sound equipment, lighting, etc.) are very delicate, costly instruments that must be handled with care. It is the responsibility of the Technical Theatre students assigned to your event to set up and break down all technical properties.
 - Your students are expected to treat each piece of technical theatre equipment with care and respect and follow all instructions from our Technical Team.
 - Damage of any equipment will be the sole responsibility of the Sponsor/Club requesting its use. Prices of retail value for replacement of technical properties are available.

Failure to comply with the above expectations or respect the theatre facilities will result the loss of theatre use privileges for the remainder of the school year.

By signing below, I agree to follow the above expectations of Theatre facility use. When requesting use, I will complete a Monarch Theatre Use Request Form.

Sponsor Signature: _____ Date: _____