

## Rental Request

This request made on the \_\_\_\_\_ day of \_\_\_\_\_, 200\_, to the Mesilla Valley Film Society (MVFS) by \_\_\_\_\_ (User) and covers the use of the Fountain Theatre ("the premises") located at 2469 Calle de Guadalupe in La Mesilla, New Mexico.

1. User shall have the right to exclusive use of the premises from \_\_\_\_\_ to \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 200\_, for the purpose of \_\_\_\_\_. Rental time includes half-hour each of set up and clean up. Activities planned include: \_\_\_\_\_  
\_\_\_\_\_
2. User agrees to ensure that the premises are clean following its use, no later than \_\_\_\_\_ on the day of use. Premises shall be left in a "broom clean" condition with all garbage removed.
3. User agrees that in case the proposed event at the Fountain Theatre is cancelled, the 50% rental deposit specified in Paragraph 2 above will be forfeited to the MVFS.
4. User agrees that should a film be shown as part of the User's program at the Fountain Theatre, only a MVFS-approved projectionist will operate the equipment. Contact must be made with the Head Projectionist to negotiate an additional charge. Any other necessary technical support, e.g. lighting, sound, etc. must also be arranged through the Head Projectionist and the additional cost negotiated with him/her.
5. User agrees to the following terms in the event that food and drink will be served at the event:  
\_\_\_\_\_
6. User agrees that the use of any devices, e.g. smoke or bubble machines that may injure the screen or any equipment or furniture cannot be employed.
7. User agrees to limit the number of occupants in the Fountain Theatre to a maximum of 100 persons.
8. Neither the MVFS nor any of its officers or directors shall have any responsibility or liability for any loss, damage or destruction of any property of User or any of its guests, or for any loss, damage or death of any person on the premises during the period of performance of this agreement. Such period shall include both the time specified in paragraph 1 above as well as the set-up and clean-up identified in Paragraph 3.
9. User agrees to protect the property of the MVFS by not allowing use or interference with such property without the express written permission of an authorized representative of the MVFS.
10. User agrees to sign a Rental Agreement after the MVFS approves the User's Rental Request.