



Fountain Theatre Information Sheet

The MVFS rental policy applies to rental of the theatre by other entities. For the protection of the building and murals and the safety of renters, theatre rental will be limited to individuals aged eighteen (18) and older.

The Fountain Theatre seats 100 patrons; up to five (5) additional staff members may also be present. If more than five staff members are present, seating will have to be reduced accordingly.

Please complete a Theatre Use Request form (available on the Theatre Rental tab of our website, mesillavalleyfilm.org, emailing info@mesillavalleyfilm.org or pick one up at the Fountain Theatre. The renter will be assigned a board member liaison. The liaison will provide information about the event to the board of directors for review and approval, and will coordinate event activities with theatre staff. The board liaison will be present during the event.

If the request is approved, the liaison will meet with the renter to complete and sign the Theatre Rental Agreement, collect the refundable cleaning deposit and at least 50% of the rental fee. The renter forfeits the rental deposit if the event is canceled.

If your request includes a film screening, please include information about the number of films to be shown and their format, i.e., DVD, Blu-ray, etc. A \$30/film fee will be incurred.

During the event, theatre staff will open the concession stand; proceeds go to the MVFS.

Rental Hours & Fees

Cleaning Deposit

- \$100.00 to be paid in advance.
- Refundable
- Renter must sweep, wipe tables, and take out trash.
- Tables and chairs must be put back to their original positions.

Rental Fees if the event takes place instead of a regularly scheduled film:

- Individuals or for-profit groups: Fri, Sat, Wed, Thu nights and Sat, Sun matinees, \$500
- Non-profit groups: Fri, Sat, Wed, Thu nights and Sat, Sun matinees, \$300
- Please submit your request at least 8 weeks in advance.

Rental Fees: Sun, Mon, Tuesday nights and other times arranged with MVFS:

- Individuals or for-profit groups: \$75/hour.
- Non-profit groups: \$75 flat fee.
- Filmmakers: \$75 flat fee.
- Please submit your request at least 6 weeks in advance.



Request for Use of the Fountain Theatre

Name of Individual/Organization: _____

Address of Individual/Organization: _____

Is this organization a non-profit? _____ EIN/Tax ID: _____

Authorized Representative: _____

Contact Phone: _____ Contact Email: _____

Website address, if applicable: _____

Proposed event and activities: _____

Date of Event: _____ Rental start time: _____ Rental end time: _____

(Rental time should include duration of event and approx. 30 minutes each for set up and clean up)

Please check the items you will need for your event: _____ Microphone _____ Extra table(s)
_____ Projection services _____ PowerPoint _____ Podium _____ Other: _____

Upon acceptance of this request, your authorized representative will be required to sign a theatre use agreement and comply with the following:

- Rental fee must be paid at the time the contract is signed. Fifty percent (50%) of the fee is non-refundable if the event is cancelled. Please make checks payable to Mesilla Valley Film Society.
- Only a MVFS-approved projectionist may operate equipment. A \$30/film projection fee is required.
- Unless specified, the concession stand will be open for the event, with proceeds going to the MVFS.
- No more than 100 people (in addition to up to 5 staff persons) will be allowed in the theatre.
- Only documented service animals will be permitted in the theatre.
- The use of any devices that could damage the screen, equipment, murals or furniture is prohibited.
- No decorations may be placed on the murals. Decorations may be placed in designated areas as agreed upon by the board liaison.
- Only documented service animals are permitted in the theatre.
- User agrees to protect the property of the MVFS.

Neither the Mesilla Valley Film Society nor any of its officers, directors or volunteers shall have responsibility or liability for any loss, damage, or destruction of property belonging to the renter or renting organization nor any of its guests nor for any illness, injury, or death of any persons on the premises during the period of this agreement.

Signature of Representative

Date

Date of Board Approval