

# RFA Lakeside Theater Rental Agreement

(Updated 10/12/2025)

Mail to RFA, PO Box 333, Rangeley, ME 04970 or email: rangeleyarts@gmail.com

Name of EVENT: \_\_\_\_\_ LESSEE \_\_\_\_\_ Date of event \_\_\_\_\_

1. The Lessee wishes to rent the theater, paid in advance for (choose one):

\_\_\_\_ Non-profit or civic event (2.5 hour) No staff needed. Dates \_\_\_\_\_

\_\_\_\_ 2.5 hour private party with movie (provided by the lessee) for \$150.00. \$50 for each additional 30 minutes.

\_\_\_\_ Theater rental (admission charged) with full access to stage lights and sound system by RFA approved personnel, includes: 1 mic and 1 light set, 1 concession employee & access to tables w/cloths for \$300 + 10% of ticket price +

(check all that apply) \_\_\_\_ +concessions to be included in the ticket price

\_\_\_\_ + \$100 to sell tickets thru our system,

\_\_\_\_ + \$100 if >50 attendees

\_\_\_\_ + \$150 if light tech

\_\_\_\_ + \$260 if sound tech

\_\_\_\_ + \_\_\_\_\_

\_\_\_\_ Hourly rental for Student Lessons at \$5.00/class-hour paid at end of term.(Dates & Times):

\_\_\_\_ RLRS Rate (with theater lights, mics etc.) at \$15./hour paid after the performance, \$500, or \_\_\_\_\_ flat rate as agreed upon (Dates & Times): \_\_\_\_\_

2. The Lessee will pick up their belongings (including set materials, costumes props and supplies), and have the theater, lobby and backstage clean, orderly and swept. Any materials stored backstage must be removed within 48 hours of completion of use. Personal belongings must be removed immediately as we do not provide security or liability for any outside items.

3. Any materials (including set materials, costumes, props and supplies) left beyond 48 hours become property of the RFA.

4. The RFA reserves the right to operate the theater concession stand at any performance held at the theater. No outside candy, popcorn or drinks are allowed in the building. Foods we do NOT sell are allowed (cake, pizza etc).

5. SMOKING, VAPING, INCENDIARIES or USE OF ANY ILLEGAL SUBSTANCES IS PROHIBITED IN THE BUILDING. If this occurs, then the RFA reserves the right to immediately cancel this contract and keep all fees.

6. The Lessee is liable for any and all damages that occur during their use of the premises.

7. The RFA reserves the right to deny the use of the theater to any individual or group.

8. For Live Productions, Addendum A must be completed before the first rehearsal.

Daily/hourly Fee \$ \_\_\_\_\_ x \_\_\_\_\_ days/hours = Total Fee \$ \_\_\_\_\_

LESSEE (print name) \_\_\_\_\_ (Cell #) \_\_\_\_\_ Date \_\_\_\_\_

RFA Representative (name) \_\_\_\_\_ (Cell #) \_\_\_\_\_ Date \_\_\_\_\_

Arrival/Set up time: \_\_\_\_\_ Proof of Insurance \_\_\_\_\_ requested: \_\_\_\_\_ date received: \_\_\_\_\_

I have read and agree to these rules regarding the RFA Lakeside Theater use. I agree and covenant to indemnify and hold harmless the RFA, Inc., its officers, volunteers and employees from any claim of personal injury, wrongful death and/or property damage by reason of any act done, permitted to be done or omitted to be done by me or anyone involved in our function arising out of or connected with the use and enjoyment in, upon, or about the theater premises.

(signature) \_\_\_\_\_ Date \_\_\_\_\_

## Safety Manual

### Promotion of an Environment Free from Conflict

#### **Policy:**

The RFA Building Committee commits itself to creating and maintaining an environment that is free from sexual harassment, intimidation, threats, and violent acts for all volunteers and patrons. Threats, intimidation and acts of violence shall not be ignored, condoned, or tolerated.

#### **Procedure:**

The Building Committee or Designee will have a printed version of this Policy and Procedure document and Safety Manual on premises.

Any accusation should be brought before a Building Committee Member or the production's Director, who will investigate. If there appears to be an infraction, the Building Committee Member will report it to the President of the RFA Board of Directors.

The RFA President shall call a closed session to hear information from both parties directly involved. Any and all acts of sexual harassment, intimidation, threat, or acts of violence by volunteers shall be considered serious misconduct and shall be the basis for contacting law officials or a requesting that the individual displaying any of these behaviors not return to the theater.

### Promotion of Safety Practices On and Off the Stage

#### **Policy:**

The Board of Directors shall encourage safe practices, on stage and off, at all times. All must be aware of possible ways that accidents and other mishaps may happen to employees, volunteers and patrons.

#### **Procedure:**

The Building Committee or Designee will present a segment on safety practices at the RFA Annual Meeting. The Building Committee will also have a printed Safety Manual which all volunteers, employees, cast, crew, contractors and students will be required to read.

#### Rules

- The Producers/Directors will monitor the safety practices to help prevent accidents.
- Smoking or the use of incendiaries or any illegal substances are not allowed on the RFA Lakeside Theater property.
- Blue Tape ONLY may be used to affix anything to the walls.
- There should always be at least two people on hand when ladders are being used.
- Anyone under the age of 19 should not normally be allowed to climb tall ladders.
- The Producer/Director shall monitor how sets are being built and, when necessary, offer suggestions for further safety.
- Only RFA approved people are allowed in the Projection Room, Lighting and Sound System areas.
- All wires will be secured as quickly as possible to reduce hazards.
- The Producer/Director will discourage rushing through set strike. Removal of all nails, screws, and staples from lumber before it is returned to storage is one safety feature that is essential.
- If an injury occurs on theater property, those involved shall IMMEDIATELY provide first aid and call for medical assistance via 911, if appropriate. Those involved or the responsible party should also contact Building Committee Chairperson or Designee as soon as possible with all information.
- The RFA has a beer & wine license for the lobby, flexroom and auditorium. NO alcohol is allowed on-stage or back-stage. The RFA conforms to all State of Maine liquor laws.

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(signature) \_\_\_\_\_

**Theater Use Contract – Addendum A for Live Productions**

10. Copyright/permission/license will be obtained (if applicable), and copy supplied to RFA Representative prior to performance(s).

**LESSEE (print name)** \_\_\_\_\_ **(organization)** \_\_\_\_\_

**Cell#** \_\_\_\_\_

**Email** \_\_\_\_\_

**(signature)** \_\_\_\_\_ **Date** \_\_\_\_\_