

RULES OF USING THE OPERA HOUSE **FOR DAILY USE RENTAL**

1. *Seniors, Civic Arts and City Functions have first priority for using the Opera House*
2. *Schedule must be handed in at the City Office in writing 6 months in advance and signed by the person renting the Opera House. All changes and cancellations to your schedule must be in writing at least ten days in advance.*
3. *Children must be supervised at all times.*
4. *Invoicing and payment will be done monthly according to your schedule.*
5. ***No Food or Drink at Any Time in the Theater Room. Theater Stage must Be Kept Clean. Theater off Limits to Groups Not Involved in Theater Activities.***
6. *Bring Your Own Garbage Bags and Dispose Them in the Dumpster Located Behind the Gym When Finished.*
7. *Bathrooms must be cleaned and trash removed.*
8. ***Vacuuming Is Required.*** Vacuum Located in Dining Room.
9. *Keep Doors Closed at All Times. (Lets Heat/air Conditioning Out, Flies In)*
10. *Please Discipline Your Group and Clean up When You Leave. Check for Coats, Clothing, Personnel items Etc.*
11. ***Make Sure Everything Is Turned off Before You Leave the Building*** (Lights, Appliances, Etc.)
12. ***Do Not Reproduce Keys. If You Need a Key, Make Arrangements to Sign for One.***
13. *Upstairs Area Not Available for Rental Without Specific Approval.*
14. *Pianos Should Be Kept Covered. If You Are Using Them Please Use a Towel for the Top When Placing Items on Them. Piano in Theater Room Should Be Kept on Stage, and Should Be Left Turned Facing the Wall and Kept Covered.*
15. ***Make Sure All Doors Are Locked and Latched When Leaving!***
16. ***Any Damage Done to Building or Its Contents While Under Your Control Must Be Repaired or Replaced at Individual 's Cost.***

**FAILURE TO COMPLY WITH THE ABOVE ITEMS
CAN RESULT IN LOSS OF DEPOSIT AND OR
FUTURE BUILDING RENTAL USE**

**THANK YOU FOR YOUR COOPERATION!!!
BEAVER CITY**