

# Schoolhouse Arts Center at Sebago Lake

## RENTAL AGREEMENT

Schoolhouse is a big place, and there are lots of possibilities to rent space for your event or organization. Our large and spacious classroom can be used for rehearsal space, special events, or studio space. Our Black Box Theater, which seats 50, and our Main Stage Theater, which seats 120, are also available to rent. In order to rent any of Schoolhouse's spaces, you must first consult the Event Coordinator, Terri Plummer, for scheduling. Call (207) 642-3743 or e-mail [terriplummer@roadrunner.com](mailto:terriplummer@roadrunner.com) for more information.

### ROOMS FOR REHEARSALS, EVENTS, OR STUDIO SPACE

YOU MUST SCHEDULE YOUR ROOM RENTAL AT LEAST **ONE WEEK** IN ADVANCE!!!

There are 3 rooms at Schoolhouse available to rent for non-Schoolhouse related/ activities. Please indicate below the room that you would like to rent, and write in the requested date and time of rental.

DATE and TIME requested: \_\_\_\_\_

- GATHERING ROOM (1st floor, main building)
- ACTING ROOM (second floor, main building)
- DANCE ROOM (1st floor, addition)

The summer classroom rental rate (6/1-9/30) is \$25 per hour.  
The winter classroom rental rate (10/1-5/31) is \$45 per hour.

**A refundable \$50 deposit must be made before using any of Schoolhouse's rehearsal space as well as the rental payment.**

This deposit will be refunded as long as you have used the space respectfully and everything is left how you found it. Damage will be assessed by the Event Coordinator. Whether or not to refund the deposit, or whether the leasee has incurred any additional charges, is at the discretion of the Event Coordinator.

### PERFORMANCE SPACES – BLACK THEATER & MAIN STAGE THEATER

YOU MUST SCHEDULE YOUR PERFORMANCE SPACE RENTAL AT LEAST **THREE WEEKS** IN ADVANCE!!!

The two options for rental of the performance spaces are as follows: Place a check mark in the box next to the option you would like to choose.

- THE BLACK BOX (second floor, main building, no handicapped access) – seats 50
- THE MAIN STAGE (basement, main building, no handicapped access) – seats 120

#### MAIN STAGE

1.) 50/50 split REQUESTED DATE(S) \_\_\_\_\_

In exchange for 3 hours in the space, heat/ air conditioning, lighting, box office staff, credit card service and use of the **Gathering Room**, Schoolhouse takes 50% of the proceeds from the performance. Before the scheduled rental date, a non refundable deposit of \$350 must be made. In the event that the house takes in more than \$700 in ticket sales, Schoolhouse will retain 50% of the total sales, \$350 of which is covered by the initial rental deposit. Payment for additional time may be negotiated prior to the rental date. If arrangements for using additional time are not made in advance, THE LEASEE WILL BE CHARGED \$50 FOR EACH ADDITIONAL HALF HOUR WHICH MUST BE PAID BEFORE THE LEASEE LEAVES THE BUILDING. A member of the board of directors, the general manager, or appointed volunteer representing SACASL will be on site at all times.

2.) Lease REQUESTED DATE(S) \_\_\_\_\_

In exchange for 3 hours in the space, heat/ air conditioning, and a general wash on the stage, Schoolhouse will lease the Main Stage for a payment of \$475. Payment for additional time may be negotiated prior to the rental date. If arrangements

for using additional time are not made in advance, THE LEASEE WILL BE CHARGED \$75 FOR EACH ADDITIONAL HALF HOUR WHICH MUST BE PAID BEFORE THE LEASEE LEAVES THE BUILDING.

This agreement does not include credit card or box office service, and use of the Gathering Room or other rooms in addition to the Main Stage space will be charged separately or blocked off for the event. A member of the board of directors, the general manager, or appointed volunteer representing SACASL will be on site at all times.

**BLACK BOX**

1.) 50/50 split REQUESTED DATE(S) \_\_\_\_\_

In exchange for 3 hours in the space, heat, general lighting, box office staff, credit card service and use of the **Acting Room**, Schoolhouse takes 50% of the proceeds from the performance. Before the scheduled rental date, a non refundable deposit of \$250 must be made. In the event that the house takes in more than \$500 in ticket sales, Schoolhouse will retain 50% of the total sales, \$250 of which is covered by the initial rental deposit. Payment for additional time may be negotiated prior to the rental date. If arrangements for using additional time are not made in advance, THE LEASEE WILL BE CHARGED \$35 FOR EACH ADDITIONAL HALF HOUR WHICH MUST BE PAID BEFORE THE LEASEE LEAVES THE BUILDING. A member of the board of directors, the general manager, or appointed volunteer representing SACASL will be on site at all times.

2.) Lease REQUESTED DATE(S) \_\_\_\_\_

In exchange for 3 hours in the space, heat, and a general wash on the stage, Schoolhouse will lease the Black Box for a payment of \$350. Payment for additional time may be negotiated prior to the rental date. If arrangements for using additional time are not made in advance, THE LEASEE WILL BE CHARGED \$55 FOR EACH ADDITIONAL HALF HOUR WHICH MUST BE PAID BEFORE THE LEASEE LEAVES THE BUILDING.

This agreement does not include credit card or box office service, and use of the Acting Room or other rooms in addition to the Main Stage space will be charged separately. A member of the board of directors, the general manager, or appointed volunteer representing SACASL will be on site at all times.

\*\*\*If renting one of the performance spaces, please make sure to indicate which rental agreement you have chosen above

THE LEASEE IS FINANCIALLY RESPONSIBLE FOR ANY DAMMAGE DONE TO SCHOOLHOUSE ARTS CENTER AT SEBAGO LAKE, ITS PROPERTIES OR AMENITIES.

I understand the terms and conditions of this agreement, and have enclosed a check in the amount of \_\_\_\_\_ as a deposit for my rental.

\_\_\_\_\_ date \_\_\_\_\_  
RENTAL APPLICANT/LEASEE (signature)

\_\_\_\_\_

\_\_\_\_\_ state \_\_\_\_\_  
Driver's License #/ Expiration Date

\_\_\_\_\_ date \_\_\_\_\_  
General Manager/ Board Member

\_\_\_\_\_ date \_\_\_\_\_  
Board Member