



Village of  
**LOUDONVILLE**  
**THE OHIO THEATRE USAGE REQUEST**

OFFICE USE ONLY	
Date Received: ___ / ___ /	
Paid: <input type="checkbox"/> Cash <input type="checkbox"/> Check	
Event Fee	\$
Janitorial Fee	\$
Other _____	\$
<b>TOTAL</b>	<b>\$</b>

**SECTION 1 APPLICANT INFORMATION**

Applicant / Organization		Phone Number	Fax Number
Address	City	State	Zip Code
Primary Contact Person ( <i>responsible party</i> )		Phone Number	Fax Number

**SECTION 2 RESERVATION REQUEST**

Event Description				
Date(s)	Time AM <input type="checkbox"/> to AM <input type="checkbox"/> PM <input type="checkbox"/> to PM <input type="checkbox"/>	Is this activity a fund raiser ? <input type="checkbox"/> YES <input type="checkbox"/> NO	Is there a charge to attendees? <input type="checkbox"/> YES <input type="checkbox"/> NO	Does your organization carry liability insurance ? <input type="checkbox"/> YES <input type="checkbox"/> NO

**SECTION 3 RENTAL & SERVICE FEES**

**Monday-Thursday**

- \$150.00 per 6 hour period for anyone other than non-profit organizations.
- \$100.00 per 6 hour period for non-profit organizations.
- \$50.00 per hour for partial-day uses or for any additional hours past the 6 hour period.

**Friday-Sunday**

- \$300.00 per 6 hour period for anyone other than non-profit organizations.
- \$150.00 per 6 hour period for non-profit organizations.
- \$75.00 per hour for partial-day uses or for any additional hours past the 6 hour period.

**Service Fees**

- A \$ 75.00 *janitorial fee* may be assessed if the premises are not left in a clean condition.

**Service Fees Continued**

- \$50.00 per event (up to 4 hours) for each audio-visual technician needed.
  - This will include use of the Soundboard, Christie Projector and the Stage Lighting System.
  - Only people trained through The Ohio Theatre will be permitted to use the Soundboard, Christie Projector and the Stage Lighting System

**Plays & Musicals**

- Those organizations renting The Ohio Theatre for multiple performance days for Plays & Musicals will be permitted to have 20 rehearsals/auditions times as available in light of The Ohio Theatre schedule.
- If more rehearsal time is needed, there will be an additional charge of \$100.00 per week or \$35.00 per rehearsal.

**SECTION 4 OTHER POLICIES**

**Cancellation Policy**

- A full refund is available if canceled at least 20 days prior to the rental event.
- Rental events canceled within 20 days of the event are nonrefundable.

**Damage Policy**

- Those reserving The Ohio Theatre will be responsible to pay for any damages to the building or equipment during their usage.

**Miscellaneous**

- The Theatre shall be rented on a first come, first serve basis and must work around the Theatre's schedule of events.
- Parties wishing to rent The Ohio Theatre shall complete the appropriate application form and pay the required rental fees at the time their application is approved. Reservations are not confirmed until the fees are paid.
- The Theatre shall not be rented on national holidays, unless allowed by the Village Administrator, in the Administrator's sole discretion.

**SECTIONS 5-7 CONTINUED ON THE BACK**

**SECTION 5****THE OHIO THEATRE USAGE GUIDELINES**

*Applicant must agree to observe the following requirements:*

- Reservation requests must be submitted either through The Ohio Theatre office, the Village Clerk's Office, emailed to [office.theohiotheatre@gmail.com](mailto:office.theohiotheatre@gmail.com) or mailed to: The Ohio Theatre 156 North Water Street, Loudonville, OH 44842.
- Adult chaperones **MUST** be present during functions for youth under 18 years old.
  - Youth under 18 are not permitted in the second balcony without adult supervision.
- Alcohol is strictly prohibited.
- Smoking is not permitted on the premises.
- A walk through of The Ohio Theatre with a representative from the Theatre is strongly encouraged before scheduled use.
- All equipment and personal belongings must be removed at the end of the event unless prior arrangements are made with The Ohio Theatre.
- Pick up and discard all trash
  - Trash must be put in the dumpsters in the alley.
- If used, all backstage areas, bathrooms and dressing rooms must be cleaned.

*If applicable, Applicant must agree to observe the following requirements before leaving the building:*

- Shut off all lights
- Check to make sure all doors are securely closed and locked
  - 2 fire doors in 2nd balcony
  - 2 fire doors in balcony
  - 2 fire doors in main auditorium
  - 2 doors backstage
  - Front door
    - Make sure door is latched and locked

**NOTICE :** The Village of Loudonville reserves the right to suspend or revoke permissions for use.

**SECTION 6****APPLICANT SIGNATURE**

*By my signature affixed below, I agree to comply with the guidelines and conditions of use of The Ohio Theatre, and certify that the information submitted is true and accurate to the best of my knowledge. I understand that my request for the use of The Ohio Theatre may be denied, and understand further that failure to abide by the rules and regulations set forth by the Village of Loudonville may result in revocation of permission to use the facility. I also agree to indemnify, defend and hold harmless The Ohio Theatre and the Village of Loudonville, their officers, representatives and employees from any and all claims, suit, liabilities, loss, cost of expense, attorney fees and/or costs directly related to the use of The Ohio Theatre and grounds, damage which may be asserted, claimed or recovered against or from The Ohio Theatre and the Village of Loudonville by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury, or death arises out of this activity, I understand that failure to return facilities to their original condition may result in additional charges.*

Check if for non-profit organization

Applicant / Agent Signature \_\_\_\_\_

Date Filed \_\_\_\_\_

**SECTION 7****\*\*\* OFFICE USE ONLY \*\*\***

USAGE REQUEST	APPROVED <input type="checkbox"/>		AUTHORIZED AGENT, VILLAGE OF LOUDONVILLE, OH	DATE
	DENIED <input type="checkbox"/>			