

RENTAL APPLICATION

MAJESTIC THEATER AT THE LEVAN PERFORMING ARTS CENTER
25 CARLISLE STREET -- GETTYSBURG, PA 17325

INSTRUCTIONS:

To apply for Use of any of the Majestic Theater facilities

Applications must be received by the college at least 10 weeks in advance. All applications received will be handled on a case by case basis. The Majestic Theater functions on a "first come, first serve" basis. The Majestic Theater will do it's best to accommodate any scheduling needs. Thus all organizations are encouraged to book early.

1. Discuss available dates with Theater Administrative Staff.
2. Fill out application as accurately and completely as possible.
3. Carefully review Lease Agreement and Rules and Regulations. Your signature on each document is an agreement to abide by all Theater rules and policies. After you approval of your application, it is your responsibility to distribute the Theater Rules and Regulations to all appropriate people involved in your activity.
4. Mail completed application form to Theater Administrative staff **along with deposit of XXXX. This deposit will not be refundable in the event you cancel your event without one month's notice.** This deposit will be applied to your final bill.
5. Upon Majestic Theater's receipt of your application, the requested dates are only tentatively reserved for your group. Do not advertise your event until you receive final confirmation from Executive Director. Reservations are confirmed on the date of approval by The Majestic Theater. Applicant will be informed by letter or phone if request is approved or disapproved. Approval may be contingent upon payment of deposit.
6. A member of our staff will call you to set up a meeting with the Technical Director and Administrative Assistant to discuss your technical needs and to go over the rules and regulations.
7. If a deposit is required, you will receive further information after your application has been approved. Mail the check to the Executive Director at least six weeks prior to activity. If deposit is not received by this time, approval for this use may be withdrawn.
8. Contact the Executive Director immediately if activity is rescheduled or cancelled. Deposit will be returned if the Executive Director receives written notification of cancellation at least five weeks prior to first scheduled date of use. If notice is received less than five weeks in advance, deposit will not be refunded.
9. After the users stay, the Theater will be in good repair, order and clean condition, with reasonable wear and tear expected. No alterations may be made without written approval of The Majestic Theater. Charges will be made for any damage to equipment or facility. See Damages to premises clause in the **Usage Policy** for more details,