Rexburg Tabernacle Civic Center Reservation

City of Rexburg

Submit by E-mail

35 N. 1st E.
Rexburg, ID 83440
www.rexburg.org
Phone: 208.359.3020
Fax: 208.359.3022

CITY OF REXBURG
America's Family Community

Name of Person or Organization _____
Date: _____ Time in for set-up: _____ Time out after clean-up: _____
Date: _____ Time in for set-up: _____ Time out after clean-up: _____

DO YOU NEED?

Sound System _____ Hrs _____ Lighting System _____ Hrs _____
Stage Manager _____ Hrs _____ Spotlight Operator _____ Hrs _____
Cordless Microphone _____

Please state the purpose for use of the Tabernacle:

FEE SCHEDULE	**Receipt Codes**	**Fees**
Rental Fee (please call for fees)	TRENT	_____
Special Stage Lighting/Sound Tech (please call for fees)	TRSL	_____
Cleaning Fee	TCLEAN	$100
Deposit (Refund after checkout)	TDEP	$150
TOTAL		_____

By signing this agreement I agree to the terms and conditions and accept responsibility for making certain the same are upheld.

_____ _____
Person making reservation Address

_____ _____
City Zip

_____ _____ _____
Phone (Home) (Cell) (Work)

*Contact: Roger Harris, Tabernacle Management Committee Head: 356-3228 or 313-2044

CONDITIONS

1. The reservation is for the main auditorium of the Tabernacle Civic Center. See Tabernacle manager* for other room needs.
2. Building key is available no sooner than the day prior to the reservation, between the hours of 8 am and 5 pm at City Hall. The key must be returned to City Hall. Failure to return key will result in a $20 charge.
3. Fees must be paid at the time reservations are made.
4. To conform to fire codes, persons using the building will be responsible for unlocking all doors during use of building. All doors MUST be checked and locked upon leaving the building.
5. No tobacco, alcohol, or illegal drugs are allowed in the Tabernacle.
6. No performance involving fire or explosives are allowed in the Tabernacle.
7. The sound system in the auditorium requires The City's sound technician on site. If spotlight is needed, the renter must be trained for its use by the light technician or pay The City's technician $18 per hour to operate (one hour minimum).
8. The two pianos in the auditorium must remain on the current stage level. To have the upright or grand piano tuned before a performance, in addition to the yearly tuning paid for by the City of Rexburg. The renter must pay $100 for the extra tuning. Extreme care must be taken if pianos, organ or speakers need to be moved.
9. If the organ is to be used, the connecting electrical cords must be checked out from City Hall at the time the key is obtained. If the user is unfamiliar with this organ, special arrangements must be made with the organ specialist on the Tabernacle Management Committee.
10. NO food or drink is allowed in the auditorium. No open containers of liquids on stage, except bottled water for performers, with the cap in place.
11. There must be two adult supervisors in the balcony with children at all times.
12. Benches may not be moved.
13. No tape except gaffers tape, may be used for any scenery, décor, floor markings, or lattice backdrops. Absolutely no staples, nails, screws, tacks or other tape may be used in the auditorium. The appropriate tape will be provided upon request.
14. The building must be cleaned of paper and debris IMMEDIATELY following the use of the building so extra janitorial service is not required. The cleaning fee is used for vacuuming, floor mopping, restroom cleaning, and supplies.
15. Person or organization signing this reservation form is responsible for anything broken, damaged or missing from the building.
16. Lost items after building use will be placed in the west coat room area for three weeks. Unclaimed items after that time will be contributed to Deseret Industries.