



## **“CO-SPONSORSHIP” — USE OF THEATRE FACILITIES**

***VLT facilities are reserved for official VLT events and activities, and are not available to outside groups, except for requests approved by the Board.***

Below are the minimum conditions for co-sponsored use of VLT facilities (main stage, Stage Left, kitchen, parking lots).

Compliance with these conditions is required, but does not guarantee VLT co-sponsorship.

1. The requesting group must submit a completed application at least 8 weeks before the requested date of use.
2. The event must, in the opinion of the Board of Directors, relate to theatrical, musical, educational, or artistic purposes consistent with the VLT’s non-profit status.
3. Co-sponsored use of theatre facilities must not disrupt or interfere with other VLT production uses, rehearsals or performances.
4. Groups requesting use of VLT facilities must provide personnel (e.g., cast, crew, technical, box office, ushers, kitchen, supervision, and cleanup) necessary for the intended use. VLT reserves the right to oversee and supervise the event and may provide technical or other assistance.
5. If the co-sponsored use is a public performance or event, the requesting group must share responsibility for publicity. All posters, flyers, ads and press releases must conspicuously state that the event is cosponsored by the requesting group and the VLT, and shall be subject to approval by the VLT Board of Directors.
6. The requesting group shall assume full responsibility for any damage to equipment or other items brought onto VLT property by the requesting group, and shall hold the VLT harmless from any liability for such damage.
7. The VLT requests a donation to cover the expenses of the co-sponsored use (e.g., utilities, shop materials, telephone charges, damage to property, janitorial services, and other expenses).
8. No food or drink may be sold on VLT property, unless by approval of the VLT Board. No alcoholic beverages are allowed anywhere on VLT property. Smoking is not permitted in the building.
9. The requesting group must leave VLT facilities clean and in good condition.

VLT Scheduling Coordinator: Robert Rubinstein, 541-344-8176

E-mail: [scheduling@thevlt.com](mailto:scheduling@thevlt.com)

The Very Little Theatre, 2350 Hilyard Street, Eugene, Oregon 97405



**APPLICATION FOR CO-SPONSORED USE OF THEATRE FACILITIES**

- 1. Name of your group or organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ E-mail: \_\_\_\_\_
- 2. Give the title and a brief description of the use, and explain how the use relates to theatrical, musical, educational, or artistic purposes:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 3. What VLT facilities do you need, and when do you need them? Please include rehearsal times, if any:  
 Space needed \_\_\_\_\_ Date(s) \_\_\_\_\_  
 Rehearsal time(s), if needed: \_\_\_\_\_
- 4. How many people do you expect to attend the event? \_\_\_\_\_  
 How many performers are in the event? \_\_\_\_\_  
 State admission charge, if any: \_\_\_\_\_  
 How and when will tickets be sold? \_\_\_\_\_  
 \_\_\_\_\_  
 Will you need to use the VLT box office? \_\_\_yes \_\_\_no  
 If yes, when? \_\_\_\_\_  
 If yes, will you need help from Box Office personnel? \_\_\_\_\_
- 5. What technical assistance or materials will you need from the VLT? \_\_\_\_\_  
 \_\_\_\_\_
- 6. How will you publicize the event? \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
*Signature of authorized agent or organization named above* *Date*

**Attach a separate page for more details, if needed**

**Return form to VLT Scheduling Coordinator *no later than 90 to 60 days prior to the event.***

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