

**Selectboard Policy  
Regarding  
Akeley Memorial Building Theater**

**Section 1 Purpose:**

In 1903 the Akeley Memorial Building, including a theater, was bequeathed to the Town of Stowe by Healy Akeley. Since that time the theater has brought the community and visitors together to enjoy the performing arts which greatly adds to the village vitality.

This Policy is intended to delegate to the Town Manager or his designee the authority to permit the use of the theater in accordance with the policy guidelines established herein.

**Section 2 Priority:**

It is recognized that the Stowe Theater Guild has historically used the Theater and have made improvements to it. The Stowe Theatre Guild shall have first priority for but not exclusive use from April 1<sup>st</sup> to October 30<sup>th</sup>. Outside of this time period, use shall be on a first come first serve basis. However, municipal government always reserves the right to use the space for meetings or other municipal uses provided it does not interfere with the leased use of the space.

**Section 3 Non-Profit and Private Use Fees & Regulations:**

There will be no cost to the Stowe Municipal Government or Stowe schools for the use of the space or for non-profits organized to support the Stowe Municipal Government (i.e. Friends of the Library, etc.). These groups shall be required to complete a *Theatre Rental Agreement* (Appendix A). Fees for the Stowe Theater Guild shall be as established in their annual lease approved by the Selectboard.

All other groups shall complete the *Theatre Use Agreement* (Appendix B) dated August 2009 and adhere to regulations and fees unless waived by the Town Manager or his designee. Fees must be paid in full prior to the use of the space.

1. The group reserving the building shall be responsible for any damage occurring during the use of the building.
2. The group reserving the building shall be responsible for cleaning up the theater, hallways and stairs leading to the theatre and leave it in condition suitable for the next use.
3. Unless a liquor license has been issued by the Selectboard, no alcohol shall be permitted.
4. Indoor smoking is not permitted.
5. There will no release of any open flames, fireworks, explosives or incendiary devices, at any time in the Memorial Building.
6. Users of the theater shall not interfere with the business use of the building (i.e. noise, unruly behavior, etc.) either during normal office hours Monday – Friday from 7:30 am to 4:30pm or during evenings when boards or commission meeting are being conducted.
7. All individuals or groups shall comply with any specific rules or conditions established by the Town Manager or his designee regarding a particular use.

**Section 3 Reservations:**

Reservations shall be made through the Manager's Executive Assistant by calling 1-802-253-7350, emailing smoeck@townofstowe Vermont.org or writing PO Box 730, Stowe, VT 05672. Other than the Stowe Municipal Government, including non-profits in support of Stowe Municipal Government, those reserving the building shall be required provide a certificate of insurance naming the Town of Stowe as an additional insured.

**Section 4 Non-Compliance:**

Any individual or group who does not return a key or comply with this Policy may be denied future use of the Theatre based on the Manager's discretion. Appeals to a denial of use determination by the Manager may be made to the Selectboard.

IN WITNESS WHEREOF, this Akeley Memorial Building Theatre Use Policy is hereby approved and adopted by the Selectboard for the Town of Stowe, on this, the \_\_\_\_ day of \_\_\_\_\_, 2009; to be effective as of \_\_\_\_\_, 2009. ATTEST:

\_\_\_\_\_  
Heidi Scheuermann, Chair

\_\_\_\_\_  
Lawrence Lackey

\_\_\_\_\_  
Richard Marron

\_\_\_\_\_  
Norman Williams

\_\_\_\_\_  
Francis "Paco" Aumand

UNDER SEAL OF THE TOWN, received, filed and recorded on this \_\_\_\_ day of \_\_\_\_\_, 2009 at \_\_\_\_ m.; ATTEST:

\_\_\_\_\_  
Office of the Town Clerk