

<b>POLICY NUMBER:</b> 4.16.3	<b>DATE ADOPTED:</b> Feb 19, 2014
<b>POLICY TYPE:</b> General Operations	<b>DATE AMENDED:</b>
<b>POLICY TITLE:</b> Building Rentals Manager Job Description	

## Building Rentals Manager Job Description

### Overview

The Building Rentals Manager is responsible for bookings of theatre space by outside groups. He/she is responsible to the Board.

### Responsibilities

The Rentals Manager:

1. Arranges building rentals according to rates set by the Board.
2. Negotiates special rates as appropriate according to the principles and policies established by the Board.
3. Checks the online calendar prior to booking. Ensures that bookings are entered into the calendar as soon as possible after booking.
4. Consults as needed with the Artistic Committee, regular theatre groups (e.g. the Improv group) and the Producers of current productions before approving rentals that might conflict.
5. Completes a written rental agreement in duplicate for each occasion using the form provided by the Board and ensuring it is signed by both parties. The Building Manager is authorized to sign the agreement on behalf of the Society.
6. May provide a hospitality basket for visiting artists when appropriate, recognizing the limitations of the hospitality budget.
7. Ensures that *blacks* are hanging in place when needed by renters for their performances. Removes and stores them after the rental if they are not needed for an upcoming event.
8. Arranges for technical services when included in rental agreements.
9. Arranges for a host to be present for rental events.
10. Arranges for theatre personnel to operate the concession and/or bar when required by a renter.