




Lexington Auditorium Association
P.O. Box 100; 111 South 11th Street
Lexington, MO 64067-0100
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www.thelexcenter.org

 The Lexington Auditorium and Civic Center - "The LEX"

The LEX

RENTAL PACKET

- Policies and Procedures
- Building Use Fee Schedule
- Building Use Rental Form
- Calculation of Fees
- Liability Acknowledgment
- Stage Use Addendum
- Rendering(s) of Building



The LEX

Policies and Procedures

The Lexington Auditorium Association (LAA) is a not-for-profit corporation which operates The LEX Civic Center and Auditorium building and grounds. Recently renovated, this historic 1939 facility is beloved by the funders, volunteers and citizens who have achieved its reopening. The LAA is taking great care to ensure The LEX's long survival and use by ALL local and regional communities. These policies and procedures are meant to further that goal by keeping all parties aware of their responsibilities. Thank you for taking the time to read them.

GENERAL INFORMATION:

- The Auditorium is available for use seven (7) days a week.
- The exterior glass block panels at the façade can be illuminated in a color(s) appropriate to your event.
- The Upper Hall (also called the Main Hall) measures 58 feet long by 52 feet wide, excluding the balcony.
- The stage dimensions: 25 feet wide by 17 feet deep by 18 feet tall.
- The stage floor is elevated 38 inches higher than Auditorium floor.
- The Lower Hall and Balcony are not available for rental at this time.
- General access to the building begins at 8:00 am.
- Earlier entry times may be arranged with the LAA Staff depending on your event needs.
- All events must end by 1:00 am.
- A minimum 2-hour turnover time is required for two or more separate events on the same day.
- The maximum approved occupancy for the main level of the Auditorium: 395. (For future reference, the Lower Hall approved occupancy is 174 persons.)
- The LEX includes the following features: an ADA entrance ramp and automatic door, an ADA interior wheelchair lift serving all three (3) levels, renovated and enlarged women's restroom and new ADA/Family restroom on the Lobby level, new men's and ADA/Family restrooms in Lower Hall.

BUILDING USE FORMS:

The LEX will be rented only to those who fill out and return the Building Use Rental, Calculation of Fees, Liability Acknowledgment Forms and who provide a Damage Deposit check. The date of your event will not be put on our calendar until these have been received.

RENTAL RATES AND PAYMENT STRUCTURE:

The LEX can be rented by individuals, businesses and organizations based on the rate schedule approved by the LAA Board of Directors. For a detailed breakdown of rates and fees, see the Building Use Fee Schedule included in this packet.

To reserve The LEX, fifty percent (50%) of the Building Use Fee Calculation and the full Damage Deposit must be paid at the time of booking. The balance of the rental fees will be due and payable at least five (5) business days before the event. No event can begin without full payment of fees.

A special weekend standard rental rate of \$550.00 (\$425.00 for Not-for-Profit or special student related events, as determined by the LAA Board and Staff) reserves The LEX from 8:00 am Friday through Noon Sunday. This is ideal for weddings, receptions, and reunions.

CANCELLATIONS:

A Renter's cancellation not received at least ten 10 business days in advance of an event will result in forfeiture of the damage deposit. The LAA Board of Directors and Staff reserve the right to cancel events due to unforeseen circumstances. In such an unlikely instance, the Renter's deposit will be refunded in full. Additionally, the Renter's failure to comply with any and all of the contractual agreements and policies of The LEX may result in the cancellation of the event with no fee reimbursement.

CATERING AND WEDDING PLANNERS:

Currently The LEX does not offer catering services but we can provide a list of approved caterers upon request. We also have contact information for some wedding planners in this region.

CHAIRS/TABLES/ OTHER:

Chairs: 90 padded white wood chairs, 50 padded wood chairs, 120 metal folding chairs are available

Round Tables: 60 inch diameter, with 15 available. These tables can be set for 6 to 8 place settings.

Rectangular tables: 8 ft. x 2 ft., with 4 available

Table cloths (black) are available for the rounds and rectangular tables, at \$3.00 rental each.

There is no additional charge for use of these chairs and tables. Other than the rental option listed above, the Renter must provide linens and utensils at its expense. The Renter is responsible for acquiring additional tables/chairs at its own expense, and for the set up and removal of **all** chairs and tables. This must take place during the agreed upon rental time.

CONCESSIONS:

The LAA reserves the exclusive right to operate the concession area. No outside liquor is allowed. If the Renter chooses not to use the concessions but would like to provide non-alcoholic beverages and food for its guests, it may be permitted at the discretion of the LAA Board of Directors and Staff. Bartenders will be provided by the LAA Board and Staff. Bartenders reserve the right to card any and all guests and to refuse service at their discretion.

DAMAGE DEPOSIT AND CLEAN UP:

The minimum damage deposit is \$150.00 and covers the Auditorium, Stage, Lobby and Lower Hall restroom area. The damage deposit must be paid at the time of the reservation. For events with 150 or more participants, a larger damage deposit may be required. This deposit amount, not to exceed \$500.00, will be determined by the LAA Board of Directors and Staff. The damage deposit will be returned upon successful cleanup after the event. A cleanup checklist will be provided the Renter at the time of booking or prior to the event. Cleanup is to be provided by the group, individual, business or organization renting the facility. If there are additional charges for cleanup incurred by The LEX staff, these will be deducted from the Renter's damage deposit.

ADA LIFT:

The ADA Lift provides access to the three (3) levels of The LEX and is for use **ONLY** by patrons in wheelchairs or who have difficulty with stairs. It is **NOT** to be used for loading equipment or catering

supplies of any kind. DOORS TO THE LIFT ARE AUTOMATIC AND SHOULD NOT BE FORCED OR PUSHED IN ANY MANNER.

DECORATIONS:

All decorations are the responsibility of the Renter. Décor which affixes to walls, ceilings, doors or windows is not permitted. Set pieces (i.e. wedding arches, photo backdrops, etc.) must be free standing and cannot be nailed into or otherwise taped to the Auditorium floor or walls. Most table décor is permitted. NO GLITTER IN ANY FORM OR GLITTER SPRAY ARE PERMITTED inside or outside the facility or on the stage. NO OPEN FLAME CANDLES ARE PERMITTED per compliance with city regulations. The Renter must supply its own extension cords, power strips, batteries and other basic needs particular to the Renter's event. For on stage decoration guidelines, please see the Stage Use Addendum included in this packet.

INSURANCE: Please review the Liability Acknowledgment included in this packet.

MARKETING/PUBLICITY:

The LAA will list the Renter's event on its website and other media controlled by the LAA. All other marketing, including but not limited to posters, flyers, press releases and/or social media, is the sole responsibility of the Renter.

PARKING:

The alley on the north side of The LEX is available for the unloading and loading of materials and equipment, except at those times when the Lafayette County Jail next door may be conducting a prisoner transfer which typically takes a only a brief time. Once the transfer is completed, the alley is available again for use. NO VEHICLE MAY BE PARKED INDEFINITELY IN THE ALLEYWAY. Arrangements may be made with The LEX Staff for reserved or restricted parking directly in front of The LEX entrance for an event.

PRODUCT SALES:

For events in which goods or services are sold, the Renter is responsible for all transactions including but not limited to sales, tracking, deliveries, taxes, etc. The LAA Board of Directors and Staff assume no liability or responsibility for any sales or business transactions made during Renter's use of facility.

REPEAT RENTALS:

Organizations, businesses and individuals wishing to rent the facility repeatedly will be approved at the sole discretion of the LAA Board of Directors and Staff. It is the goal of the LAA to make The LEX available to any and all interested parties. However, being a civic organization, it is the policy of the LAA that no religiously or politically affiliated groups or parties can rent the facility on a regular basis.

STAFFING:

In order to ensure the protection of the facility and all in-house equipment, the LAA Board of Directors and Staff may require a Renter to utilize the house maintenance and/or technical staff for their event. The LAA Board of Directors and Staff shall have the right to waive this requirement if the Renter has trained employees and/or volunteers to provide technical services. At least one LAA Staff or Representative will be present during all events to help safeguard guests and facility property, and to address any questions or issues regarding the facility. The Renter will be billed at the rates listed in the Building Use Fee Schedule included in this packet.

STAGE and TECHNICAL EQUIPMENT:

Renters planning to use the stage or technical equipment must review the Stage Use Addendum included in this packet. If the Renter chooses not to use the stage, the front curtain will remain closed during the event and stage access will be limited to LAA Staff only. Currently, The LEX does not have wheelchair access to the stage floor.

VALUABLES:

The LAA Board of Directors and Staff are not responsible for lost or damaged valuables brought into the facility by Renter or its participants.

WEAPONS:

Other than trade shows featuring weapons for sale or display, weapons of any kind are prohibited on the grounds or in the facility.

SMOKING OR USE OF ILLEGAL SUBSTANCES IS NOT ALLOWED AT ANY TIME ON THE GROUNDS OR IN THE FACILITY.



The LEX Building Use Fee Schedule

Minimum rental time for the Auditorium is four (4) hours, which includes set up and break down.
For rentals that run less than 4 hours, the minimum rental rate/time still applies.

For those rentals that require more preparation time or have other special needs, the LAA Board and Staff will determine the appropriate rates and fees in consultation with the Renter.

Standard Fee Minimum:

| | | |
|-------------|--|---------------|
| Auditorium: | \$175.00 | 4 hour rental |
| | \$300.00 | 8 hour rental |
| Lower Hall: | Lower Hall is not available for rental at this time. | |

Not-For Profit Fee Minimum:

| | | |
|-------------|--|---------------|
| Auditorium: | \$150.00 | 4 hour rental |
| | \$225.00 | 8 hour rental |
| Lower Hall: | Lower Hall is not available for rental at this time. | |

Weekend Special: Ideal for Weddings, Receptions and Reunions

Standard Fee: Auditorium: \$550.00 Friday 8:00 am - Sunday 12:00 pm

Not-For-Profit fee: Auditorium: \$425.00 Friday 8:00 am - Sunday 12:00 pm

Lower Hall: Lower Hall is not available for rental at this time.

Tablecloths: Black tablecloths, round and rectangular, may be rented for \$3.00 each. If damaged, the cost of the replacement table cloth(s) will be deducted from the damage deposit payment.

Damage Deposit:

A \$150.00 damage deposit is required for the Auditorium rental. The damage deposit will be returned upon satisfactory cleanup by the Renter of the facility, as determined by the LAA Staff.

Events with 150 or more participants may require a larger deposit, to be determined by the LAA Board and staff. This larger deposit amount will not exceed \$500.00 maximum.

A cleanup checklist list will be provided the Renter before the event date.

Production and House Staff:

The LAA Board reserves the right to require additional facility staff for any event.

| | |
|--|--------------------------------|
| Facility Manager | \$15.00/hour, two hour minimum |
| Bartender | \$15.00/hour, two hour minimum |
| Uniformed Security Staff – one (1) or two (2)* | \$15.00/hour, two hour minimum |
| Stage Lighting/Sound Control Technician** | \$15.00/hour, two hour minimum |

** The LAA Board of Directors and Staff have the authority and discretion depending on the event to require 1 security staff at the above staffing level or if they deem this necessary, and will determine if the security personnel must be in uniform or plain clothes dress.*

***Currently the LEX does not own lighting/sound equipment. The Renter must provide any needed equipment and operator(s) at its own expense.*

Rental rates and other fees are subject to change at the discretion of the LAA Board and Staff.

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The LEX Building Use Rental Form

(Please Print)

Name of Organization: _____

Contact Name: _____ Phone: _____

Address: _____

Email: _____

What describes your organization? Check all that apply. _____ Friend of The LEX

For Profit Not for Profit Individual Business

School Church Service Organization Production Group

Other (please describe) _____

Billing Name: _____ Phone: _____

Email: _____

Address: _____

City: _____ State: _____ Zip: _____

Brief Explanation of Building Use:

Requested Date(s) and Time(s): *include detailed description of setup, event start and end times, clean up, equipment needs and delivery (if known at this time).*

Return this form with the completed Fee Calculation Form and Liability Acknowledgment.

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**The LEX
Calculation of Fees**

Renter's Name/Organization: _____

Building Rental Fees:

Auditorium: Hours: _____ \$ _____

Weekend Rate \$ _____

Lower Hall: Not available for rental at this time.

Staff Fees: \$15.00/Hour

Facilities Manager: Hours: _____ \$ _____

Light/Sound Tech: Hours: _____ \$ _____

Bartender: Hours: _____ \$ _____

Uniformed Security: Hours: _____ \$ _____

Tablecloth Rental: Number: _____ \$ _____
(at \$3.00/each)

Subtotal: \$ _____

___ Damage Deposit Enclosed: \$ _____ Check # _____ Cash _____

___ Fifty percent (50%) Building Rental Deposit Enclosed: \$ _____ Check # _____ Cash _____
(Full Payment must be received at least five days before the event begins.)

OR

___ Full Building Rental Payment Enclosed \$ _____ Check # _____ Cash _____

TOTAL OF ALL PAYMENTS ENCLOSED: \$ _____

RECEIVED BY _____ DATE _____

Please return this form with the completed Building Use Rental Form and Liability Acknowledgment.



The LEX Liability Acknowledgment

The LAA carries limited liability insurance. In lieu of requiring additional insurance from individual renters, we ask that you read and sign the Liability Acknowledgment below.

ACKNOWLEDGMENT and RELEASE OF LIABILITY

I have read the Lexington Auditorium Association (LAA) Policies and Procedures and the Calculation of Fees and agree to follow all rules and regulations as set out in the above mentioned documents.

I hereby agree to defend (with attorneys acceptable to the LAA), indemnify, protect and hold harmless the LAA, its officers, agents, representatives, employees and volunteers from and against any and all damage, loss, claim, liability and expense including, but not limited to, actual attorney's fees and legal costs incurred directly or indirectly by reason of the use of occupancy of the LEX, the act or omissions of me/us, our agents, employees, licensees, invitees or attendees or any claim, demands, damage suit or judgment brought by or on behalf of any person or persons for damage, loss, or expense due to, but not limited to, bodily injury or property damage sustained by such person or persons which arise out of, are occasioned by, or are in any way attributable to me/us, our agents, employees, licensees, invitees or attendees during our use of the LEX property.

In order to confirm your event, you must return this Acknowledgment signed along with the security deposit no later than two weeks prior to the event. The balance of the rental fee is due before the event begins.

Signature

Date

Organization

Title

Received for the Lexington Auditorium Association:

By

Title

Date

**Please return this form with completed Building Use Rental and Calculation of Fees Forms.
Our mailing address is:**

Lexington Auditorium Association; P.O. Box 100; Lexington MO 64067-0100

The LEX

Stage Use Addendum

STAGE USE INFORMATION AND POLICIES:

The stage is available with the basic Auditorium rental fee. *

- If the Renter chooses not to use the stage, the front curtain must remain closed.
- The stage dimensions: 25 feet wide by 17 feet deep by 18 feet tall.
- The stage floor is elevated 38 inches higher than Auditorium floor.
- Entrances to the stage from the Auditorium are on both stage right and left.
- Only authorized personnel from the Renter's party are allowed on stage or back stage.
- A basic stage 'Look' with black curtains along back wall and sides is available upon request.
- Additional décor (i.e. set walls/furniture/lighting) is the responsibility of the Renter.
- Set construction and painting must occur off site unless prior arrangements are made with the LAA Staff.
- Set loading and strike are the responsibility of the Renter and must occur within rental times.
- Set walls/pieces must be safely free-standing and cannot be nailed or affixed to the stage floor or walls.
- If renting for a two-weekend production, the set walls/pieces/costumes must be removable and/or storable so the Auditorium and stage are available for other rentals during the week. Storage behind stage curtains or in Lower Hall may be available per prior arrangement with LAA Staff.
- The LAA and Staff are not liable for any property left on site.
- No food or beverages are allowed on stage unless used in a production. No alcohol is allowed on stage during public events. If alcohol is specified for a production, a non-alcoholic substitute must be used.
- No tobacco products are allowed on stage at any time.
- No open flame candles or incense are permitted on stage at any time, per city regulations.
- Off stage dressing rooms/bathroom are currently undergoing renovations and unavailable at this time.
- Dressing areas can be arranged in the Lower Hall per prior arrangement with the LAA Staff.

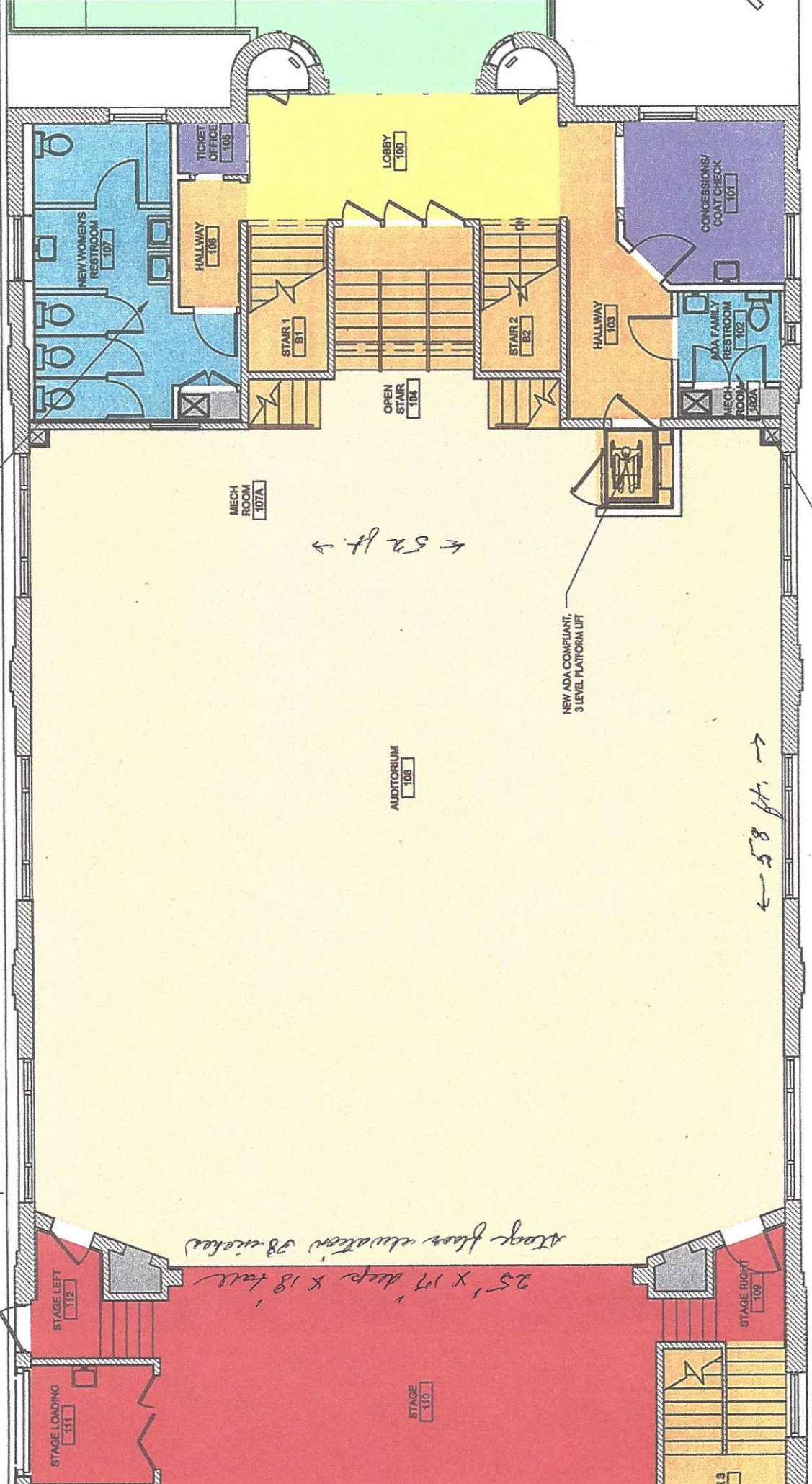
*** Currently, The LEX does not have wheelchair access to the stage floor.**

TECHNICAL EQUIPMENT (Lighting/Sound):

The LEX currently does not provide lighting or sound equipment. The Renter must provide its own equipment and operator(s) at its own expense. The LAA Board and Staff can assist in finding local and regional individuals or companies with equipment available to rent or borrow. Overhead work lights are available for use. Foot lights are not available at this time.

ALLEY

NEW EXPANDED WOMEN'S RESTROOM



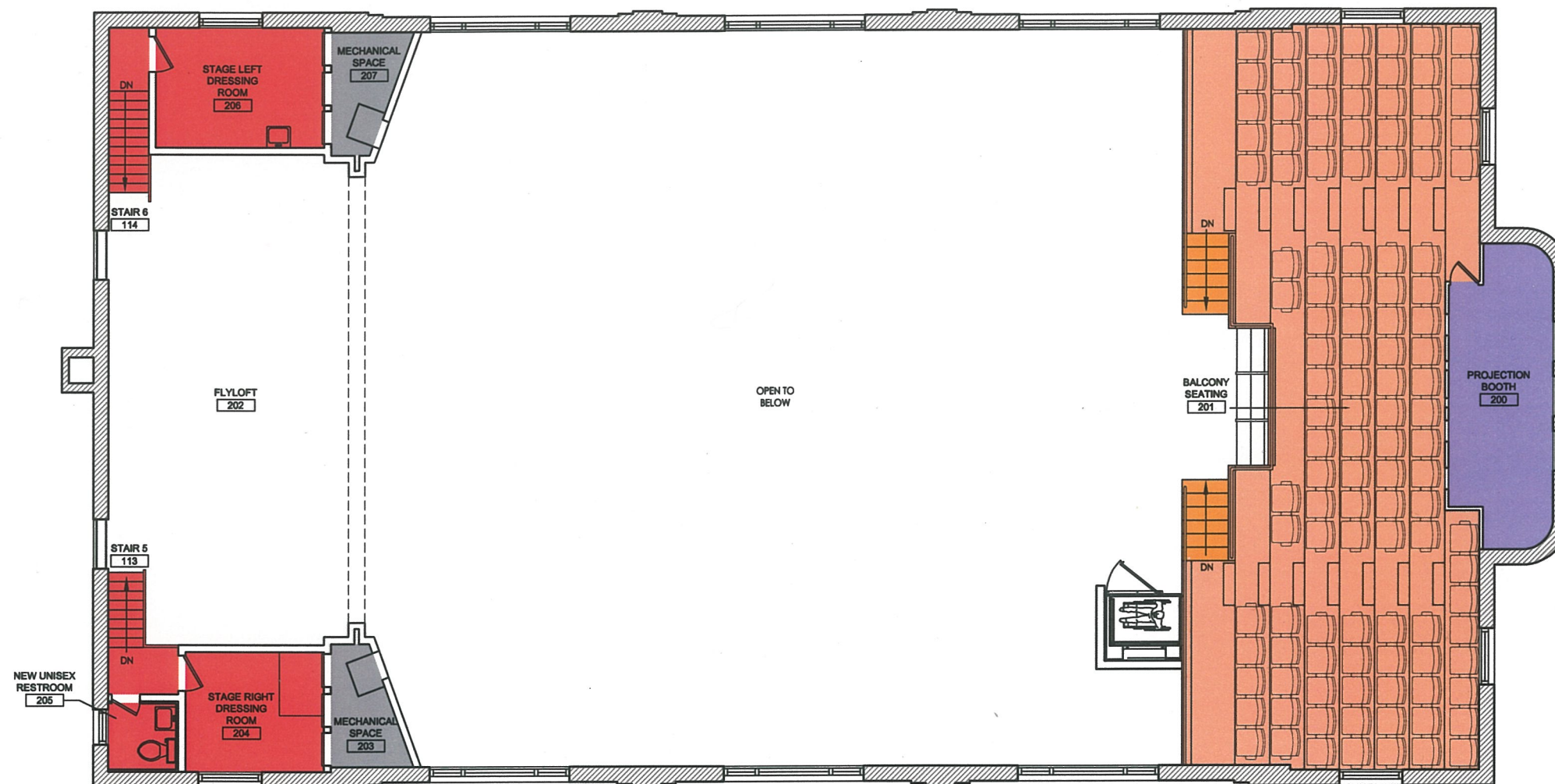
← 52 ft →

← 58 ft →

25' x 17' deep x 18' tall
Stage floor elevation 8' 6" (indicated)

NEW ADA COMPLIANT RESTROOM

- LOBBY
- CIRCULATION
- LEASABLE SPACE
- STAGE
- ADA ENTRANCE
- ADA RESTROOMS
- STAFF ONLY
- MECHANICAL



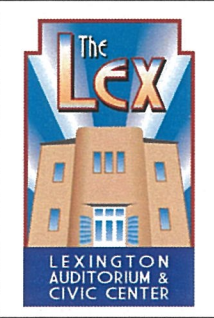
1 PROPOSED SECOND FLOOR PLAN

Scale: 3/16" = 1'-0"

SUSAN RICHARDS JOHNSON & ASSOCIATES, INC.
 ARCHITECTURE
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 Kansas City, Missouri 64108
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 Fax: 816-274-0889
 Website: www.srjarch.com

Susan Richards Johnson & Associates, Inc.
 Missouri State Certificate of Authority 02000024884

**LEXINGTON AUDITORIUM & CIVIC CENTER
 BUILDING REHABILITATION - PACKAGE II
 11TH AND FRANKLIN AVENUE
 LEXINGTON, MISSOURI 64067**



All drawings and written information appearing herein shall not be duplicated, disclosed or otherwise used without the written consent of the architect.

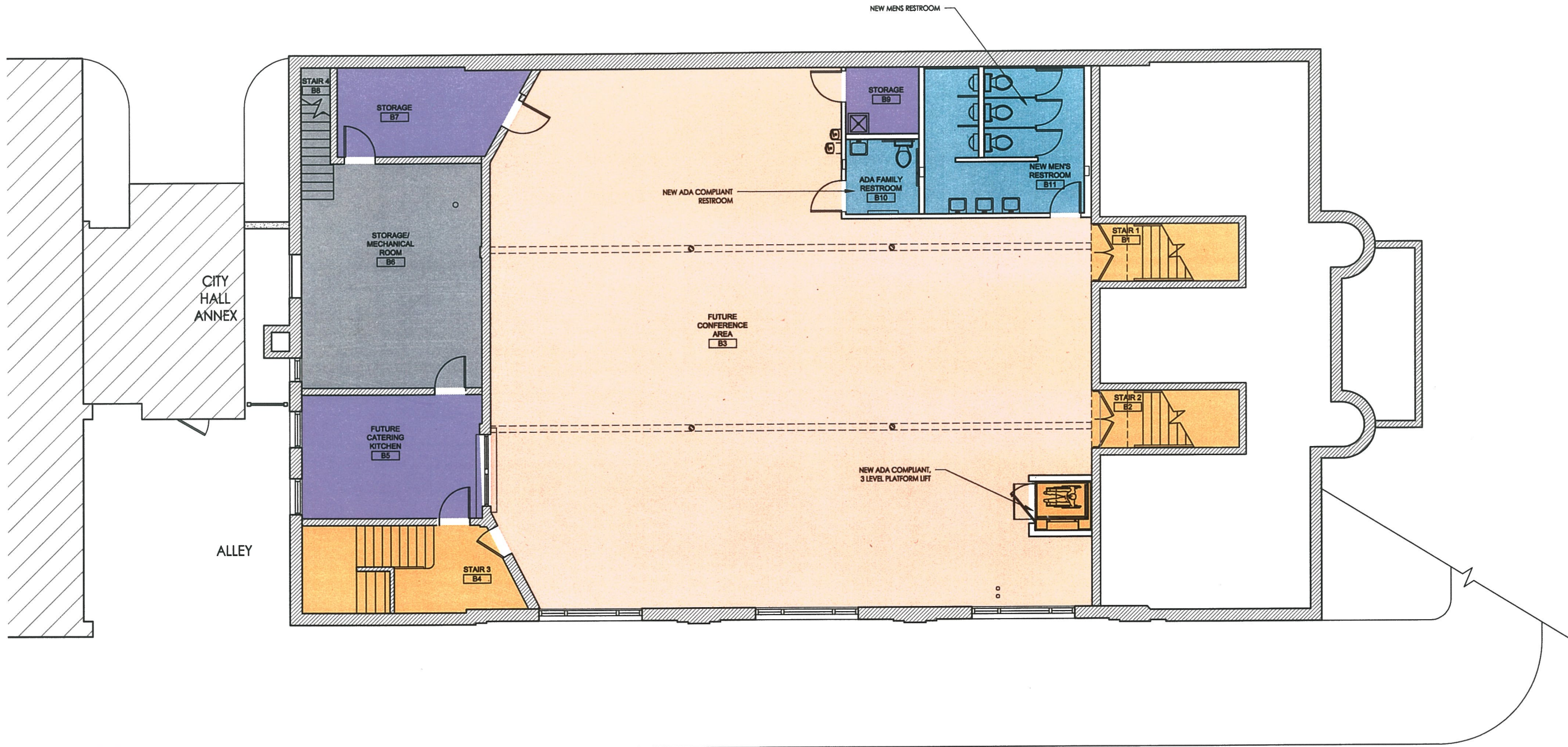
DATE: 8.18.2014

SECOND FLOOR PLAN

SHEET NUMBER:

3 of 3

- LOBBY
- CIRCULATION
- LEASABLE SPACE
- STAGE
- ADA ENTRANCE
- ADA RESTROOMS
- STAFF ONLY
- MECHANICAL

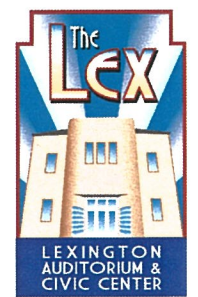


SUSAN RICHARDS JOHNSON & ASSOCIATES, INC.
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**LEXINGTON AUDITORIUM & CIVIC CENTER
 BUILDING REHABILITATION - PACKAGE II
 11TH AND FRANKLIN AVENUE
 LEXINGTON, MISSOURI 64067**



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DATE: 8.18.2014
 BASEMENT FLOOR PLAN
 SHEET NUMBER:

1 of 3

1 PROPOSED BASEMENT FLOOR PLAN

SCALE: 3/16" = 1'-0"