

Opera House Renters

PLEASE TAKE NOTICE OF THE FOLLOWING POLICY

If your rental of the Opera House is after our normal business hours, please ensure all of the below procedures are done prior to exiting the building

***EFFECTIVE JULY 27, 2020 Additional charges may be applied if these procedures are not followed. We appreciate our responsible renters!**

- If you open any windows-close prior to exiting
- If you turn on the air conditioning-it is your responsibility to turn it off prior to exiting

As this can be costly to our taxpayers, effective July 27, 2020, there will be a charge of \$150 if you fail to shut off the air conditioning

- Shut off all lights

Security of the building-use the entry door switch to the left of the parking lot doors to lock the entry doors. Ensure the two doors are securely locked by pushing in on the outside doors and then by pulling on the handles to be sure they are properly secured

If you have turned on the handicap door switch-be sure to shut it off and secure the door

*Repeat offenders to the security of the Opera House (after business hours) will be charged \$150 for each occurrence of not securing the building

*Our policy is what you bring in-you are responsible to take out, unless you have paid for trash removal

Any concerns or questions regarding the use of the Opera House while at your event (after our business hours) please contact Sue Pilotte Opera House Manager 603-991-3207

Thank you for renting space at the Historic Littleton Opera House and protecting our Historic Building for everyone to utilize. We appreciate your assistance!