

JAMES A. LITTLE THEATER
New Mexico School for the Deaf

How to request rental of the James A. Little Theater:

Attached please find a copy of the current rental fee schedule and rental request form for the theater.

This is how the process works:

Your organization sends in the completed rental request form. NMSD does not rent to individuals.

I forward the request to several administrators here at the New Mexico School for the Deaf and they approve or decline the request; typically, within 2 business days, but sometimes it takes longer.

If your organization decides to go ahead with an event, I draw up a contract and submit it to NMSD administration for review. Once they have signed it and returned it to me, the contract offer is mailed to your organization. This process can take a couple of weeks or more.

If your organization signs the contract and returns it with a payment for the hall, the theater is reserved for your use on the date requested.

I work part time here at NMSD, usually on Tuesdays and Thursdays. Email is the easiest way to reach me. Let me know if you have any questions.

***ADDITIONAL FEES AND REQUIREMENTS:**

1. A \$50 non-refundable cleaning will be added your fee. If extraordinary cleaning if required that cost will be passed on to you.
2. NMSD will bill you for a separate fee of \$30 per hour for the services James A. Little Theater Technical Representative (**TR**). The **TR** must be present any time you are in the building. Your organization will be billed for the actual hours in the building as well as all setup, strike, cleanup and restoration required following the event.
3. You must provide NMSD with proof of \$1,000,000 of liability insurance coverage.
4. Rental fees are due with the signed contract. Any additional fees assessed and the separate fee for the Technical Representative is payable the day of the event.
5. You must provide parking attendants to make sure those attending your event park appropriately on the campus.
6. If anything other than water is served in the lobby an additional \$50 cleaning will be charged. No heating elements are allowed in the theater. No food or beverages other than water are permitted in the auditorium.

SEATING CAPACITY: The fixed seating capacity of the theater is **388**. 44 portable chairs can be added in front of the first row of fixed seats for a seated capacity of **432**.

Total capacity including space for 18 people in wheelchairs or standing is **450**. **TECHNICAL SPECIFICATIONS:** Available on request.

Thank you for your interest in the theater.

Contact: Jack Sherman, Manager, James A. Little Theater,
NMSD, 1060 Cerrillos Road, Santa Fe, NM 87505,
(505) 476-6429, email: jack.sherman@nmsd.k12.nm.us

**JAMES A. LITTLE THEATER FEE SCHEDULE
NEW MEXICO SCHOOL FOR THE DEAF**

Category	Description	Standard Commercial	NPO, Government and Educational Institutions
1 or 2 performances	Full Stage Full Day All theater equipment	\$875.00	\$525.00
3 or more performances	Full Stage Full Day All theater equipment	\$750.00	\$450.00
1 or 2 lectures	Stage in front of curtain 4 hours Minimal lighting	\$625.00	\$375.00
3 or more lectures	Stage in front of curtain 4 hours Minimal lighting	\$500.00	\$300.00
Workshop	Stage in front of curtain Full day Minimal lighting	\$775.00	\$450.00
Rehearsal	No audience 4 hours	\$450.00	\$150.00
Load-in/Set-up	No audience Full day	\$450.00	\$150.00
LCD Projector		\$375.00	\$300.00

ADDED TO EVERY CONTRACT

JALT TECHNICAL REPRESENTATIVE	NMSD will bill for all hours in the building, plus any setup & strike	\$30.00/Hr	\$30.00/Hr
Cleaning Fee	Added to every contract	\$50.00	\$50.00
Food	If food is served	\$50.00	\$50.00

JALT Rental Request Form

Please fill-out the form below to give administrators at the New Mexico School for the Deaf a better understanding of your event.

Title of Your Event *

CONTACT INFORMATION

Name *

First Last

Email *

Phone Number *

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Organization Name

Type (Nonprofit must provide IRS 501(c)3 letter and form 990)

Street Address

Address Line 2

City State / Province

Postal / Zip Code

Phone Number

EVENT INFORMATION

Please choose your event type *

Load in time req'd:

Rehearsal time:

(rented in 4hr blocks)

Please provide a brief description of your event:

Please provide a link to your website:

Please provide a link to a video related to your event:

Which Date are you interested in? *

Start Time of Event: *

MM DD YYYY

HH MM

AM/PM

For multiple dates please list all dates you are interested in (example – 5/16/18):