

Policy Title Use Of Theatre For Fundraising	Policy Type Financial	Policy Number F-100
	Date Adopted <i>(dd mm yyyy)</i> 17 January 2018	Revision Date As Necessary
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Policy Statement/Rationale

1. The purpose of the Belleville Theatre Guild is to “actively promote participation, interest and enjoyment in quality live theatre by providing leadership, instruction, education and entertainment in all of the theatre arts.” (BTG Constitution).
2. To this end, the Pinnacle Playhouse (D. L. Storey Building) shall be used for that purpose as its primary function. BTG theatrical productions and Board-sanctioned meetings shall have priority over any other use of the building at all times.
3. Under the terms of the agreement with the City of Belleville, the Belleville Theatre Guild is not able to rent the theatre to outside groups.

Procedures/Responsibilities/Expectations

- 1 The Pinnacle Playhouse may, at the discretion of the Board, be used for fund raising purposes which may involve BTG members or outside groups and which will benefit the Belleville Theatre Guild financially.
- 2 Use of the building for fund raising purposes will only be approved provided that no conflict exists with the use of the building by a production.
 - 2.1 Producers and directors of the relevant theatrical production will be consulted.
 - 2.2 Should the producer and/or director of a relevant production indicate that the proposed use of the building for a fund raising activity will unduly interrupt the rehearsal schedule or other planned production activities, then the Board of Directors shall not approve the proposed fund raising activity.
- 3 All requests for the use of the theatre must respect the agreement between the City of Belleville and the BTG.
- 4 Approved Fund Raising activities, either by member groups or outside groups, must be preceded by a written agreement with the Board of Directors on dates, facilities and personnel required or provided, and how the funds raised will be apportioned. Fund Raising activities conducted repeatedly by the same groups shall be reviewed annually by the Board of Directors with the parties concerned.

- 5 This policy may be amended by a majority vote at any meeting of the Board of Directors and communicated to the membership at the next general meetings
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Approved by Motion recorded in minutes of: *(dd mm yyyy)* **17 January 2018**

Recorded by: **Nancy Garrod** **Position: Secretary**

Review: **As Needed**