
Board of Aldermen

City of Nashua
229 Main Street
Nashua, NH 03061-2019
(603)589-3032



Memorandum

TO: Board of Aldermen

FROM: Alderman-at-Large Ben Clemons, 14 Court Street Commission Liaison

DATE: January 10, 2011

SUBJ: **14 Court Street Commission Liaison Report – January, 2011**

The 14 Court Street Commission decided to follow the same process used for the past three seasons for the rental of the Janice B. Streeter Theater at 14 Court Street from September 1, 2011 through August 31, 2012.

The process outlined below enables all groups to have an equal opportunity to obtain dates for their use of the theater and will enable all groups to put a season of committed dates into the calendar 18 months into the future. The process is open, public, and intended to best meet the needs of all involved groups and the City of Nashua.

Process to Reserve the Rental of the Janice B. Streeter Theater, 14 Court Street, Nashua

1. All user groups must submit their desired dates by February 1, 2011 and must include a first and second choice dates for each event. Users are also encouraged to include a third choice of dates. If the individual event dates are dependent upon each other, it must be clearly indicated. The "Shared Sunday" procedure is in effect. Under "Shared Sunday" incoming and outgoing renters share overlapped Sundays of move-in/move-out and must agree on a sharing schedule for the day. Users reserving a Sunday must indicate if they are ***not*** willing to share. Otherwise it will be assumed that you will! Please ***only*** submit dates you intend to actually utilize. Submit **ONLY** via Email to Dennis_Schneider@onpoint.mv.com

Note: While submitting early is appreciated, this is not a race – it's NOT a "First-come first served" system! The Commission will combine all requests into a single calendar. The Commission will balance "First Choice Dates" and "Second Choice Dates" and "Third Choice Dates" amongst groups where conflicts rise.

2. Conflicts that may arise amongst groups for specific dates will be resolved collaboratively. This process is managed by the Commission and guided by the following order of preference:

- A. Nashua-based non-profit organizations who are regular users (e.g., multiple rentals in the PRIOR year)
- B. Nashua-based non-profit organizations (non-regular users).
- C. Other non-profit organizations
- D. For-profit organizations

Where the above is insufficient to resolve a conflict, the Commission may ask organizations to resolve their own conflicts or come before the Commission.

3. The final calendar will be submitted to the City on February 15, 2010

All groups are to continue to work directly with Diane Sweeney in City Hall in reserving dates up to and including August 31, 2011.