

Nauvoo Pageant Headquarters (PHQ)

Building Use Policy

The Nauvoo Pageant HQS building is owned by the Corporation of the Presiding Bishop of the Church of Jesus Christ of Latter-day Saints and is intended primarily for use by the Nauvoo Pageant which has preemptive use and scheduling rights. The facility may be rented by other organizations and entities on a first-come, first-served basis subject to the following policies and expectations:

- Who may use the facility:
 - The Nauvoo Pageant
 - Groups associated with the Church of Jesus Christ of Latter-Day Saints
 - Non-profit groups such as service and charitable organizations
 - Outside social, civic, educational and other non-profit community groups
- Who may not use the facility:
 - Partisan political groups
 - Groups operating for commercial gain
 - Organizations whose activities are in conflict with the mission and doctrine of the Church of Jesus Christ of Latter-Day Saints
- Responsible adult supervision is required at all times
- Renting parties are responsible for all damage or breakage occurring during use
- No smoking or alcohol consumption are permitted in this facility or on the grounds
- No one may stay in the building overnight
- Available Dates: The facility is used exclusively by The Nauvoo Pageant from mid-June to early mid-August. Other organizations may apply for use of the facility from early mid-August to mid-June.
- Available Times: 6:00am – midnight daily
- Building Point of Contact: thenauvoopageant@gmail.com 217-453-2429
- A completed "License to Use Real Estate" form is required prior to use
- A completed "Hold Harmless" agreement is required prior to use
- A \$200.00 refundable cleaning deposit is required for groups under 150 individuals using the building and is required prior to use.
- A \$400.00 refundable cleaning deposit is required for groups over 150 individuals using the building and is required prior to use.
 - Cleaning expectations (for refund of cleaning deposit):
 - Collect all trash into bags and place bags in the outside dumpster
 - Wipe down and dry all tables and chairs used
 - Return all tables, chairs and other equipment to their proper storage places
 - Wipe down and dry all kitchen surfaces and equipment used
 - Ensure that no food or beverages are left behind when you depart
 - Sweep floors (and mop as needed)
 - Vacuum carpet areas used, and entry-way door mats

- Report any damage to equipment or property promptly
- Remove any personal effects or items brought into building during the event
- Ensure the building is secured upon departure

The following facilities and equipment are available for use when renting the Nauvoo Pageant HQS:

- Dining Room/Kitchen:
 - Capacity: approximately 150 (seated at 6' tables with stackable chairs)
 - Food may be heated but may not be cooked without food handler permit
 - Food handling equipment:
 - 3 refrigerators and 2 freezers
 - 2 electric ranges and 1 gas range
 - 3 sinks
 - 1 icemaker
 - 1 salad bar cart, 1 warming cart, 1 buffet cart
- Conference room:
 - Capacity: 75
 - Flexible seating (theater or classroom)
- Rehearsal area (activity area):
 - Capacity: 200 (bleacher seating) (additional seating possible using stackable chairs)
 - Gym-sized activity area (75' X 100')
 - Riser area (10'x30') (can be used as stage or speaker's podium)
- Equipment:
 - Tables: 50
 - Chairs: 400 in gym and 200 in cafeteria and 100 stackable black chairs
 - Sound system: available in rehearsal area only
 - Video: must be prearranged with FM group or bring your own equipment
 - Musical instruments: Electric Piano
- Restrooms:
 - 2 Men
 - 2 Women
 - 1 Family
- Parking: ample automobile, van and bus parking is available
- Outdoor activities: outdoor activity area is limited, unimproved and weather dependent