


LETTER OF AGREEMENT

1. Purpose: This agreement documents the relationship between the Morgan Opera House Program Committee and the Board of the Aurora Free Library (AFL). It establishes the roles and responsibilities of each party and defines the mission and operating procedures of the Morgan Opera House Program Committee (MOHPC).
2. Mission of MOHPC: To host live performances of theatre, music, art, and culture for free or to sell tickets priced below market value in order to promote the enjoyment, cohesion, and edification of the wider local community; and to make this historic venue available for a range of community events and activities.
3. Relationship to AFL: The MOHPC functions under the legal and fiduciary auspices of the Aurora Free Library. MOHPC manages a bank account, the funds of which are dedicated for performance and operating expenses related to opera house events and to maintaining the technical needs of the theater. The MOHPC does not use its funds to cover capital expenditures related to the building. The MOHPC bank account and any funds received through grants, donations, or ticket sales are reserved expressly for MOH related use. MOHPC reports on the status of the account to the AFL Board. MOHPC is committed to using funds expressly to support the MOHPC Mission.
4. MOH Program Committee Structure & Composition: The Morgan Opera House Program Committee consists of community residents who are appointed by the MOHC Chair and ratified by the AFL Board. One member of the Committee sits on the AFL Board to represent MOHPC. The MOHPC Chair ensures that one member sits on the AFL Board to maintain an active and collegial relationship with the AFL Director and Board. The MOHPC representative keeps the AFL Board informed of who is currently serving on the committee and the status of MOH operations. MOHPC also has a representative on the AFL Board's Preservation Committee. The AFL Board does not appoint MOHPC members or otherwise affect the structure and composition of MOHPC.
5. MOHPC Member Roles: Each member of the MOHPC commits to developing and assisting with the production of at least one event per year. Members can also discharge their committee responsibility by serving as officers (chair, treasurer, secretary) or providing specific professional advice and tasks such as public relations, business administration, legal services, front of house management, financial or fund-raising services, etc. For the smooth functioning of the committee, members appoint three officers to serve as Chair, Treasurer, and Secretary. A number of volunteers with specific duties assist in the production of events for the MOH, but do not sit on the committee.
6. Decision-making Authority: AFL has delegated to MOHPC responsibility for (a) raising funds and spending from the MOHPC bank account; (b) scheduling the use of the MOH space; (c) conducting public relations related to MOH; (d) maintaining the technical capabilities of the theater, (e) training people to work the light and sound systems, (f) maintaining the box office, basement office, and storage areas allocated for MOH use, and (g) representing MOH interests, space needs, and structural concerns to the AFL Preservation Committee.

7. Insurance and Liability Protections: The Board of the AFL maintains adequate insurance to cover all activities and liability exposure of the MOHPC. MOHPC carries no insurance. Accordingly, MOHPC consults with and is ultimately governed by AFL Board decisions in any situations where liability might be incurred.

Executed on July 15, 2021

For the Aurora Free Library:

Board Chair: Steve Moolin (signed) 

Library Director: Sandra Groth (signed) 

For the Morgan Opera House Program Committee:

MOHPC Chair: Ellen Baker Wikstrom (signed) 