

SCHAUER CENTER TECHNICAL POLICIES – RENTAL EVENTS

A **RENTAL EVENT** is defined as an event that is being held at the Schauer Center where the performer/producer of the event is paying rent for the use of the facility.

1. Building Access / Security:

Under certain circumstances a RENTER may be issued keys to allow access to the facility without the need of Schauer staff to be present. All RENTER key holders must review and sign the Schauer Center's BUILDING ACCESS procedure form along with a key checkout form. A RENTER key holder must be present when any of the RENTER'S members are in the facility. If Schauer feels for any reason that a key holder is not following the written Schauer Center policies the keys will be returned immediately upon request.

2. Building Scheduling:

All occupancy times must be scheduled in advance with the Schauer Center Facilities Manager. All occupancy must take place in the rooms scheduled for the RENTER to assure that other events in the building are not being disrupted.

3. Technical Advance:

RENTER must contact Schauer Technical Director at least two weeks prior to scheduled event to discuss any backstage theater set-up and technical needs (staging, sound, lighting, AV equipment needs, etc.) related to public performance. If no contact is made reasonably in advance of the rental event, the Schauer cannot guarantee that set-up and technical requests will be accommodated. RENTER is to make no decisions on behalf of the Schauer Technical Director. All questions and coordination from the RENTER or RENTER'S appointed personnel must be directed to the Schauer Technical Director prior and during occupancy.

4. Technical Needs:

If technical needs are greater than what is included in the base rental, the RENTER will be charged for additional equipment / services based on current Schauer Center technical rental rates.

5. Amplification / Lighting Levels:

Schauer reserves the right to control amplification levels and determines what is acceptable for any event held in the Ruth A. Knoll Theater or any other area of the facility. If the RENTER fails to abide by the amplification levels determined by the Schauer, then the performance will be immediately halted without any liability whatsoever on the part of the Schauer. Also Schauer Technical Director shall determine the location of any sound equipment (including sound board and on-stage speakers) to be placed in the theater and the house light level to be maintained during any public event.

6. Staffing:

Schauer is not responsible for set-up, operation, or strike of any equipment, furniture, or fixtures brought in by RENTER or RENTER'S contracted artist(s) and/or company. Included in the basic theatre rental is (1) one Technical Staff member. This staff member is not to be included in any running crew or load in/out crew that is required. The (1) Schauer Technical Staff member is on site solely to answer any questions that the RENTER may have that directly relate to Schauer Center equipment. If additional technical staff is required they will be charged to the RENTER at current rates (Staff costs will be charged based actual time at the theater including set up and take down) The Technical Director for the Schauer Center will determine the number of technical staff members needed per event. Non-Schauer technical personnel are allowed to be used as technical crew if approved in advance by the Schauer Technical Director. All staffing requirements will be confirmed in writing by Schauer Technical Director (14) days prior to the event. The Schauer Center reserves the right to replace or remove any non Schauer Center technical staff that is proven to be unable to safely or correctly function as a crew member. All RENTER provided crew may be required to attend a mandatory meeting with the Schauer Center Technical Director prior to occupancy for the purpose of reviewing policies and procedures.

7. Set Construction / Assembly:

- Schauer Center Technical Director may request to see the design of the set prior to construction / load in.
- No set construction or painting on stage unless pre-approved by the Schauer Technical Director.
- ABSOLUTELY NO spray paint to be used in the facility without the permission of the Schauer Center Technical Director.
- Blue and Pink Styrofoam and cardboard is prohibited by the Fire Department unless properly treated and approved by the Schauer Center Technical Director.
- Any equipment or set pieces should be placed on stage in such a way that set-up will not damage any portion of the facility.
- Anchoring into the stage floor or any surfaces or attaching items to or physically securing stage curtains is strictly prohibited.
- Minimum 3" diameter wheels for moving set pieces unless approved by the Schauer Center Technical Director, however extremely heavy set pieces may require wheels larger than 3".
- Use of tape on painted surfaces must be approved by Schauer Center Technical Director. Gaff tape is the only approved tape to use on the stage floor, if using glow tape you must first place a piece of gaff tape on the floor first.
- Poster Putty is the only approved adhesive to be used on walls or doors, etc.
- All doors from the shop to the stage must be closed when sawing or creating any sort of dust.
- Shop must be cleaned and swept at the end of every set construction day.

8. Strike:

Strike of set-up and load out must happen immediately following final performance unless alternative arrangements have been made in advance with Schauer management. Failure to remove items immediately following an event may result in disposal of such items and possibly a cost incurred to the RENTER for disposal of such items.

9. Fire / Smoke:

Schauer Technical Director must pre-approve any smoke or fire effects prior to use (including candles). Failure to do so could result in fines from the city/state and/or termination of the event.

10. Posted Signage:

RENTER and its members must follow all posted signs and rules.

11. Deliveries:

All RENTER deliveries made to the stage-backstage areas must be arranged in advance through the Schauer Technical Director if RENTER is not on site to accept the delivery. Failure to do so may result in refusal of deliveries.

12. Lobby Areas:

Use of public lobby areas by RENTER is prohibited unless arranged in advance through the Schauer House Manager. Merchandise sales are exempt from this policy and Schauer Center House Manager will determine location of merchandise sales in the lobby.

13. Food / Drink:

ABSOLUTELY NO food or drink allowed in control room, at house sound location or on stage. Water only is allowed on stage and in Orchestra Loft. A fine of \$10 per occurrence will be passed onto the RENTER, \$50 for food or drink in the Control Room. Food and drink is allowed on stage if it being used as a prop, any props "spilled" on stage must be cleaned up as soon as possible.

14. Emergency Exits:

All exits, paths to exits, and fire extinguishers must be kept clear at all times. Failure to do so may result in the immediate termination of the event and / or fines from the fire department.

15. Smoking / Alcohol:

Smoking in the building is prohibited. Smoking areas are provided outside the building. Alcohol is not allowed to be carried into the Schauer Center. All alcohol must be purchased from Schauer Center Bar service, when available.

16. Dumpster Usage:

All garbage in the shop area, including food waste, must be taken to the dumpster at the end of every day of occupancy. All items must be less than 3' in length. No hazardous items allowed in dumpster including latex paint that is still in liquid form. If RENTER plans on using the Schauer Center dumpster for disposal of items after strike Schauer can't promise that there will be adequate space in the dumpster. Any items that do not fit in the dumpster will have to be removed from Schauer Center property immediately following strike. RENTER will be charged for disposal and labor for any waste items left behind including but not limited to additional dumpster charges. RENTER will be charged for any improper dumpster use.

17. Damage:

Damage to any Schauer equipment / facility resulting from the use of such equipment by the RENTER will be charged to the RENTER at the replacement or repair cost. Schauer Technical Director will determine whether to repair or replace equipment. Any damaged items will remain the property of the Schauer Arts and Activities Center. RENTER will receive written notification of any facility or equipment damages within five (5) calendar days of event when damage occurred.

18. Inspection of Premises:

Prior to the start of occupancy and upon request, the RENTER shall have opportunity to accompany a Schauer representative on a walk-through inspection of leased premises. At this time, RENTER may then identify any prior damages or imperfections to facility/property. If such damages or imperfections to facility/property are not duly noted by RENTER and Schauer, it shall be assumed that the facility and property are in good condition and good working order, and the RENTER shall be held responsible for any and all damages found following the RENTER'S occupancy.

19. Backstage Chaperone Requirement:

In the event that minors (those under age 18) participate in RENTER'S activities on the Schauer premises, the RENTER assumes sole responsibility for the behavior, conduct, and safety of said minors associated with RENTER'S occupancy of the Schauer facility. RENTER further agrees to provide adult supervision of said minors. The Schauer requires that at least 1 (one) chaperone be provided per each **fifteen (15)** minors participating in RENTER'S activity on the Schauer premises at any time. Minors shall not be granted access to the Schauer premises **until an adult representative of the RENTER is on site and the appropriate amount of adult supervision is in place within the facility to serve as chaperones**. Minors shall not be left unattended prior to, during, or following any RENTER activity held on the Schauer premises. The Schauer shall not be held responsible for RENTER'S minor participants left behind following rehearsals, performances, or any other RENTER activity held at the Schauer. *Chaperones should arrive a minimum of ½ hour (30 minutes) prior to students' scheduled arrival on premises. A list of chaperones must be submitted to the Schauer Center along with the required Rental Event Form at least one week prior to rental occupancy. Only those chaperones wearing a Schauer-provided nametag will be admitted to backstage areas. Nametags will be distributed to chaperones by the Lead Backstage Chaperone as identified by the RENTER.*

20. Liability:

Schauer assumes no responsibility or related liability for any backstage security associated with any rental event held on Schauer premises. RENTER may, at its own discretion and as deemed necessary, take measures to ensure adequate backstage security. Schauer TECHNICAL DIRECTOR will act in an advisory capacity and must be consulted prior to RENTER'S occupancy of facility to approve any backstage security measures planned by RENTER. RENTER agrees, to the best of its ability, not to admit to Schauer premises any persons not directly associated with production of RENTER'S said event.

21. Janitorial Service:

Any janitorial service, above and beyond normal and customary clean-up, required following RENTER'S activities on premises is subject to a \$25 per hour surcharge.

ADDITIONAL TECHNICAL CHARGES – Rental Events

Technical Staff:

Included in the basic theatre rental is (1) one Technical Staff member. This staff member is not included in any running crew that is required, this staff member is on site solely to answer any questions that the RENTER may have that directly relate to Schauer Center equipment or facility. If additional technical staff is required they will be charged to the RENTER at the current rates which includes all rehearsal and performance times. (Staff costs will be charged based actual time at the theatre including set up and take down) The Technical Director for the Schauer Center will determine the number of technical staff members needed per event. Non-Schauer technical personnel are allowed to be used as technical crew if approved in advance by the Schauer Technical Director. All staffing requirements will be confirmed in writing by the technical director (14) days prior to the event. The Schauer Center reserves the right to replace or remove any non Schauer Center technical staff that is proven to be unable to safely or correctly function as a crew member.

Lighting:

Included in the basic theatre rental are a total of 30 lighting instruments from the Schauer inventory without colored gel. If technical needs are greater than what is included in the base rental, the RENTER will be charged for additional equipment / services based on current Schauer Center technical rental rates.

Sound:

Included in the basic theatre rental is main house system including (1) one announcement microphone w/ cord and stand. Also included in the basic rental is the house communication system. If technical needs are greater than what is included in the base rental, the RENTER will be charged for additional equipment / services based on current Schauer Center technical rental rates.