

Cuyamaca College Theatre Use Agreement

A Message to all requestors of the Cuyamaca College Theatre: These guidelines were created to ensure proper use and safety within the Cuyamaca College Theatre. Please read and review this document thoroughly and share all information with your employees, volunteers, student assistants, etc. If you have any questions regarding these guidelines please feel free to contact either [Cuyamaca College Business Services](#) at Cuyamaca College Business Services or [Theater Technical services](#). Thank You.

Basic Provisions

- **Theatre use:** Requestor may not utilize the space for any purpose other than that which is specified on the facility request.
- **Capacity:** Due to state laws and fire code, persons will not be permitted inside the Theatre in excess of house capacity. Capacity for the Theatre audience is 364. Capacity for the Digital Theatre is 92. This includes infants and small children. Please keep this in mind when booking your event with us or planning ticket sales.
 - ❖ Requestor will be held responsible for any fines from the fire marshal or any other entity for exceeding the capacities of the facilities.
- **Seating:** All aisles and walkways must remain unobstructed by any seating or equipment. Any violation of this may result in fines from the fire marshal that will be billed to the requestor. Due to safety concerns, audience members will not be permitted to sit on or enter the stage area without prior notification and approval. For a seating diagram or theatre diagram contact either [Cuyamaca College Business Services](#) or [Theater Technical services](#).
- **Food/Drink:** Strict no food or drink policy in the Theatre (exception: Bottled water). Requestor shall be responsible to insure policy of no food or drink in theatre and will bear responsibility for any cleanup or damages, financial or otherwise. Food and drink can be served in the lobby (B104) and green room (B121) located backstage.
- **Disability access:** All designated Handicap seating areas shall be free from obstructions to allow disabled access. The Theatre is equipped with a wheelchair lift located on house right. If Requestor knows of any requirement of specialized disability services please request services in advance on event facility request.
- **Compliance with all Laws and school regulations:** The Theatre is located on the Cuyamaca Community College campus and all Federal, State, Local laws and campus regulations apply. Campus regulations include no alcohol, no tobacco and freedom of speech limited to designated areas.
- **Parking information can be found at:** <http://www.gcccd.edu/publicsafety/parking.asp>
Daily parking passes are available at digital parking kiosks located in parking lots for \$2.

- **Lost or Stolen items:** Cuyamaca College is not responsible for any lost or stolen items. For information on lost items please refer to:
<http://www.gcccd.edu/publicsafety/CampusServices.asp#LOST%20AND%20FOUND>.
- **For Campus Police assistance please dial 619-644-7654 (24 Hours)**
- **Contracts and Agreements:** Requestor agrees to furnish all contracts and technical riders (requirements) between requestor and the artist performing as well as any 3rd party vendors providing services two weeks or more prior to the event.
- **Cancellation:** in case of cancellation, it is the responsibility of the Requestor to notify Cuyamaca College and the public 30 days prior to the event to avoid cancellation charges. Please refer to the REFUND POLICY on the Facility Request Application for more information.
- **Damage/Cleanup:** Requestor shall be responsible for any and all damages to the Theatre or any additional facilities used for the event caused by Requestor's Staff, volunteers, student assistants, patrons, guests and artists whether accidental or otherwise. This includes but is not limited to damage caused to any technical equipment by misuse by Requestor/staff/technicians/volunteers or any 3rd party vendor.
- **Facility Restoration Fee:** a facility restoration fee of \$2.50 per ticket will be assessed and collected from Requestor. These fees are due on all paid tickets including single, group, season, and discounted tickets.
- **Hold Harmless:** All requestor groups shall be required to provide the District with a hold harmless and indemnification agreement acknowledging that they will be financially responsible for any losses, damages or injuries incurred by any person as a result of their use of the Cuyamaca College facilities. All requestor groups shall also be required to provide a certificate of insurance with limits acceptable to the District and/or other proof of financial responsibility acceptable to the District.

Rules for Facilities Use

- Requests for use of District facilities must be made at least thirty (45) days in advance of the first date of use being requested. Requests shall be on forms provided by the District. Permission to use facilities shall be granted by the Chancellor.
- Permission to use District facilities shall not be granted for a period not to exceed four consecutive weeks. No person or organization may be granted a monopoly on any facility.
- All charges for the use of District facilities are payable in advance.
- Any persons applying for use of District property on behalf of any groups shall be a member of the groups and, unless he or she is an officer of the group, must present written authorization to represent the group. Each person signing an application **who is not a contract employee of the District**, shall, as a condition of use, agree to be held financially responsible in the case of loss or damage to District property.

- The District may require security personnel as a condition of use whenever it is deemed to be in the District's best interests.
- No person applying for use of District property shall be issued a key to District facilities.
- Future facility requests may be denied on grounds including, but not limited to, abuse or misuse of District property and failure to pay promptly for any damage to District property.
- No alcoholic beverages, intoxicants, controlled substances or tobacco in any forms shall be brought onto the property of the District *in accordance with BP 3555*. Persons under the influence of alcohol, intoxicants or controlled substances shall be denied participation in any activity.
- No structures, electrical modifications or mechanical apparatus may be erected or installed on District property without specific written approval by the site Facilities Director.
- No decorative materials should be attached to the walls (i.e. Scotch tape, staples, thumb tacks, duct tape, and other similar items). All decorative materials that are used, including but not limited to draperies, hangings, curtains, and drops shall be made or treated with flame-retardant processes approved by the State Fire Marshall.

Technical

For any additional information or questions regarding technical information, other than pricing, please refer questions to [Theater Technical services](#).

- **Staffing:** Cuyamaca Theatre shall provide one staff member for events requiring little or no technical support for assistance and lighting. For events requiring more technical support, additional technicians may be needed and will be charged to Requestor as necessary. The Cuyamaca Theatre provides the following staff as needed:
 - Technical Director
 - Equipment operators (light, sound, video)
 - Stagehands
- ❖ Additional fees will apply for shifts over 8 hours/weekends/shift differentials. Please contact [Cuyamaca College Business Services](#) for more information on pricing.
- ❖ For Theatre productions wishing to provide their own qualified technicians and staff at their expense please contact [Theater Technical services](#) at least two months prior to the event (charges for one staff member or more will still apply). Due to the complexity of the Theatre stage equipment, all technical/stage crew personnel must already be trained on equipment and meet the necessary skill sets of equipment operation. For safety reasons, volunteers and non-trained personnel will not be allowed to use equipment stored at the Theatre unless otherwise approved by theatre management.

- **Technical information:** All technical information from the Requestor must be received by Cuyamaca College no later than 2 months prior to the scheduled event. This provides Cuyamaca's Staff with ample time to review technical information coordinate staff and communicate any problems or concerns.
 - ❖ Please write in all technical requirements on the facility request under other (if there is no box to check) or include a separate write up for technical requirements with as many specifics as possible.
- **Control Booth:** For safety and security reasons only authorized personnel and technicians are allowed in the theatre control booth at any time. There is no food or drink in the Control Booth other than bottled water.
- **Technical Equipment provided by requestor:** Any equipment brought in for use by the Requestor for use in the Theatre/Digital Theater may be inspected by the theatre staff for compliance with fire and safety regulations. Any equipment not in compliance or deemed unsafe cannot be used in the theatre. The Cuyamaca Theatre accepts no responsibility for the equipment, its storage, loss, theft or damage.
- **Fire/Special Effects/Firearms:** All sets, costumes, props, flashpots, laser lighting equipment, smoke, strobes, and any other effects involving fluids and gases must conform to all applicable fire and safety codes. Smoking, flammable decorations, open flames and explosive or inflammable fluids, gases and compounds are prohibited in the theatre.
- **Delivery of goods:** Sets, equipment and other materials belonging to the Requestor delivered prior to scheduled reserved time in theater cannot be accepted by the theatre staff. The Cuyamaca Theatre has limited storage space and we make no guarantee that space will be available to receive materials arriving early.
- **Removal:** All scenery, equipment and other property brought into the theatre will need to be removed immediately following the final event. The Cuyamaca Theatre will not be responsible for any scenery, equipment, or other property left after the final performance and will dispose of such materials immediately. If you would like to make other arrangements please contact [Cuyamaca College Business Services](#) or [Theater Technical services](#).
- **Lighting:** Due to our small staff size, quick turn-a-rounds between events and absence of a catwalk we require that our existing light plot stay "as is". This means dimmers from currently hung units can be used if necessary (must be returned to original fixtures) but alternative units must be hung for Requestors performance if existing lights are not adequate.
 - ❖ All lights must be returned to Cuyamaca Theatre's standard working light plot by load out or additional fees will apply.

- ❖ The Cuyamaca Theatre has ten ETC Revolution moving lights that can be programmed for Requestors event; however their hanging locations are fixed.
- **Video:** Video recording is available upon request. Please provide advanced notice and list on facility request (additional charges apply). Projection is available upon request (additional charges apply). Screen is permanently installed directly in front of proscenium center stage. Video monitoring in greenroom or on stage is **unavailable**.
- **Sound:** Mixing location is located in the control booth. FOH position is available upon advanced request and will require additional equipment, set up time and fees if Requestor isn't providing equipment.
 - ❖ Due to the variations in audio equipment, the theatre staff reserves the right to refuse certain equipment deemed unsafe from being connected to the theatres house system.
- **Rigging/Hold harmless:** Requestor is required to give two months advanced notice if using their own qualified technicians/riggers to hang lights, drops, etc and must sign a hold harmless clause through [Cuyamaca College Business Services](#). This applies to anyone who will be working at a height of 5 feet or more using ladders, scaffolding, lift or any other device.
- **Set Design/Construction:** any set design or construction must be confined to B116 and the loading dock area. No painting is allowed without a tarp or something to prevent spillage or overspray. Requestor is not allowed to alter the stage floor from its original appearance.
- **Equipment Billing:** Any additional equipment needed that requires billing will be added to final bill.
- **Lift:** Any event requiring the use of a Lift must provide 60 days notice prior to the event to provide ample time for set up and personnel. Any lift operator provided by Requestor must be certified and trained for safe operation of the lift. Cuyamaca College reserves the right to refuse any lift services at any time. Work requiring a lift can be performed by Cuyamaca Staff however additional charges may apply.

House/Performance

- **Staff right of entry:** Requestor will allow the theatre staff/personnel the right to enter any part of the theatre at any time.
- **Security:** Security is available for an additional charge. Please provide 2 months advance notice to [Cuyamaca College Business Services](#).
- **Animals (BP 3845):** Unless animals are involved in the instructional process, the Board shall designate that District property be closed to dogs and other pets, with the exception of guide dogs for the blind and disabled.

- **Backstage Policy:** Guests will not be allowed backstage before the end of a performance. Due to safety concerns, guests will not be allowed to pass through stage areas from the main audience chamber at any time.
- **Disruptive Persons:** Cuyamaca College reserves the right to remove from the venue any person or persons who is causing a public disturbance to other patrons or physical damage to the premises.
- **Stage Announcements:** The Cuyamaca Theater may make safety announcements from the stage or play pre-recorded safety messages prior to events in the facility.
- **Restrictions during performance:** pagers, cell phones, smoking, food and beverages are strictly prohibited in all performance areas during events.

Please sign below that you have read and agree to this theatre use agreement.

Name

Date

Name (Please Print)

Witness: _____ Date: _____