

## College of the Sequoias THEATRE REQUEST/PERMIT

**PLEASE TYPE ONLY...**

Organization Requesting: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Organization Representative: \_\_\_\_\_ Dept.: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: Office \_\_\_\_\_ Home: \_\_\_\_\_ Admission to be charged\$ \_\_\_\_\_

**Type of Presentation...please describe:** \_\_\_\_\_

Rehearsal Date(s) \_\_\_\_\_

Rehearsal - INTime: \_\_\_\_\_ AM or PM – OUTTime: \_\_\_\_\_ AM or PM

Performance Date(s) \_\_\_\_\_

Performance - INTime: \_\_\_\_\_ AM or PM – OUTTime: \_\_\_\_\_ AM or PM

Special Arrangements Needed: \_\_\_\_\_

THEATRE FACILITIES NEEDED				
Check	Area	Date	Begin Time	EndTime
	Audience Seating			
	Forestage			
	Stage			
	Lobby			
	Box Office			
	Patios			
	DressingRooms			
	Stage Lighting			
	Sound Equipment			
	Counterweight System			
	Scene Shop			

CUSTODIAL REQUEST		
Dates needed	Begin Time	EndTime

RECEPTION		
Date	Begin Time	EndTime

CHARGES	# of Days/Hours X	Rate..... =	Balance Due
Theatre / Rehearsal	Days	\$ Per Day	\$
Theatre / Performance	Days	\$ Per Day	\$
Custodian	Hours	\$ Per Hour	\$
Theatre Technician	Hours	\$ Per Hour	\$
<b>TOTAL</b>			\$

Signature of Person Requesting: \_\_\_\_\_

Theatre – Approved - Denied \_\_\_\_\_ Administration - Approved - Denied \_\_\_\_\_

# THEATRE RENTAL / USE POLICY

## PRIORITIES:

The College Theatre will be made available on the basis of the following priorities:

1. College instructional use
2. College Performing and Fine Arts
3. College organizations and functions
4. College related and/or sponsored activities
5. College district nonprofit and profit organizations
6. Other groups and functions as approved by the Theatre Committee

## FEES:

Fees for the use of the College Theatre are to be determined by the Theatre Committee with general maximum as follows:

Performances	\$500.00 each performance day
Rehearsals	\$450.00 per day
Theatre Technician	TBD
Theatre Custodian	TBD
Student Technicians	— To be arranged

**NOTE:** Theatre use requires the presence of the Theatre Technician and/or Theatre Custodian at all times.

## REGULATIONS GOVERNING USE:

1. All outside organizations must submit a statement of \$1,000,000 Liability Insurance coverage.
2. Fee payments shall be made at the College of the Sequoias Business Office.
3. If reservation is not cancelled and group fails to appear, charge will be made for a minimum of one performance.
4. Reservations must be made at least two (2) weeks prior to event.
5. Twenty-four (24) hours notice of cancellation must be given.
6. The Theatre Technician and/or Theatre Custodian is in charge at all times and must be assisted in maintaining order and conduct by a representative of organization using facility.
7. Organizations are requested to provide security guards if, in the Theatre Committee's judgment, this is warranted.
8. Any damage to College property shall be paid for by organization or groups using the facility when damage occurred.
9. College pianos are not to be moved without special permission. Piano tuning is the responsibility of lessor.
10. USE OF TOBACCO OR LIQUOR ON COLLEGE PROPERTY IS PROHIBITED.
11. No food or beverages are allowed in the theatre, except in designated areas and only by prior arrangement.
12. Theatre seats 396 people. Over selling the house is illegal and violates fire safety codes.
13. Theatre and facilities are to be used as furnished. Special permission is required before any alterations, electrical appliances or equipment, special lighting, settings or decorations are used (floral arrangements are exempt).
14. Theatre must be promptly vacated at close of scheduled hours.