



FINE ARTS BUILDING THEATER COMMUNITY USE PROCEDURES

1. Applications for use of the theater must be made in writing to the FAB Theater Manager at least 30 days in advance of the proposed production.
2. The Theater Manager will determine if time, space, and equipment are available and will recommend the request with the appropriate conditions and assign the appropriate fees, including rental, equipment, personnel, housekeeping, and public safety officers.
3. The recommendation is forwarded to the Arts and Humanities Division Dean for review and approval or rejection. The Division Dean communicates this decision to the Theater Manager.
4. If use is approved, the Theater Manager completes the application/contract and contacts the requesting individual or organization with the status of the request and makes all necessary arrangements for theater staff, schedule, calendar, housekeeping, maintenance, and public safety officers.
5. The Theater Manager coordinates and runs the events from load-in through load-out and submits a follow-up report to the Arts and Humanities Division Dean.
6. The Arts and Humanities Division Dean reports on community use activities to the college through the Visual, Creative, and Performing Arts Committee on a monthly basis.

FEE SCHEDULE

Theater Rental and Equipment Use	Non-Profit	Profit
In District	\$100/hour	\$200/hour
Out of District	\$175/hour	\$400/hour
One Required Theater Personnel	\$25/hour	\$25/hour

Additional personnel charges (theater technical staff, etc.) will be assessed on an as-needed basis at the discretion of the Theater Manager at a rate of \$25/hour per person.

Preliminary fee is established based on projected hours of use, profit or non-profit status, district status, and number of personnel required. This fee is subject to change once the event is finished and hours have been tabulated.



FINE ARTS BUILDING THEATER GENERAL REQUIREMENTS

- All applications for use of the theater must be made at least 30 days in advance to the Theater Manager and should contain date, time, and setup needs.
- All community users must sign an application/contract and Letter of Indemnification for the college. A deposit of 10% of the total estimated rental costs must be paid at the time of contract acceptance. Nonprofit groups may be asked to provide proof of 501c3 status.
- Staff requirements for all productions in the theater will be determined at the discretion of the college by the Theater Manager. **At least one SCC staff person must be present at all times the rental is in effect**, including all load-ins, rehearsals, performances, load-outs, and any other time the facility is occupied. This applies to all groups using the theater.
- All groups are responsible for lost, stolen, or broken equipment and any damage to the theater while they are occupying the facility.
- Standard theater rental will include use of the stage, wingspace, projection booth, house/auditorium, green room, make-up area, and dressing rooms. The use of additional space backstage or elsewhere in the Fine Arts Building needs to be arranged separately through the appropriate channels.
- Advertising for events, displays, or activities on campus needs to be approved by the college's Marketing and Communications Office at least two weeks in advance of posting or distribution on campus. **AFTER APPLICATION IS APPROVED**, all proposed fliers, banners, posters, brochures, displays, and ads for newspaper, radio, or TV must be approved in the Marketing and Communications Office, Administration Building Room 1121. Contact is Heather McDorman, 636-922-8277. Events and activities sponsored by the college are given top priority on advertising and posting space.
- Piano use must be arranged separately through the Theater Manager. Piano tuning is the responsibility of the renting group, through an approved tuner.
- Special needs such as tables, chairs, podium, etc. should be included on the rental application. Any special need not established with the Theater Manager in advance is not guaranteed to be available to the rental group.
- Performance/production setup and strike is the responsibility of the group requesting use of the facility. All use of the stage space, rigging and theater equipment must be in accordance with accepted stagecraft standards and all users must abide by all safety procedures and requirements of the facility and the college.
- All specific technical needs of any production including hanging, focusing and gelling of lights, use of the lighting control system, use of the sound and telex system, rigging of scenery, constructions and/or assembly of sets, props and costumes must be coordinated through and approved by the Theater Manager in advance.
- Charges for rental will be assessed on times reserved, plus any possible overage. The theater schedule is established around these reserved times, and additional charges for theater technical staff, public safety personnel, cleaning crews, etc. may be assessed for altering these times. Renting groups should factor in setup, strike, meal breaks, etc. into their reservation request.
- An additional charge will be assessed for excessive cleanup, trash pickup, mopping, etc., that must be done following the exit of the rental group. This includes the SCC theater staff cleaning the lobby, auditorium, green room, dressing rooms, backstage area, etc. This charge is based on an hourly rate for the SCC staff person.



**ST. CHARLES COMMUNITY COLLEGE
FINE ARTS BUILDING THEATER
LETTER OF INDEMNIFICATION**

This letter must be signed by the official representative of the organization that wishes to use College facilities.

Applicant is responsible for the payment of all charges.

Applicant is responsible for payment of any damages to College facilities.

Applicant is responsible for the observation of rules and regulations for use of College facilities as established by the St. Charles Community College Board of Trustees.

Applicant is responsible for the preservation of order at the event for which facilities are to be used.

Applicant agrees to hold harmless the St. Charles Community College District, its officers and employees, for any injury to persons to whom facilities are rented, for any injury to any person connected with the activity, or for any injury to any person who may be in attendance at the event.

Applicant agrees to hold harmless the St. Charles Community College District, its officers and employees, for liability to damage to property belonging to the applicant or the applicant's organization.

The applicant agrees that the presence of any employee of the St. Charles Community College District does not relieve the applicant of any of the applicant's responsibilities or duties.

Signature of Applicant

Date

Name of Organization