



## COMMUNITY PERFORMING ARTS CENTER Policies and Procedures Manual

### A. Purpose

To establish policy and operating guidelines for the use of Community Performing Arts Center (hereafter CPAC)

### B. Scope

Applies to all government, educational and community organizations requesting the use of the Community Performing Arts Center

### C. Policy

#### 1. General Statement

The Community Performing Arts Center Foundation maintains and administers the Community Performing Arts Center for the educational and cultural benefit of the greater southern Pima County communities.

#### 2. Operating Guidelines

Operating guidelines for the use of Community Performing Arts Center will be given to all government, educational and community organizations requesting facility rental by the Community Performing Arts Center Foundation.

Included in the operating guidelines are the following:

Guidelines for Facility Requests These guidelines set forth a time schedule for requests and a priority listing of events, which will be used in determining scheduling of the Community Performing Arts Center.

Schedule of Fees The Schedule of Fees is a listing of fees charged for the use of the Community Performing Arts Center and includes fees for rental of facilities, technical staff and services, and deposit for facility requests.

Guideline for General Services and Requirements This guideline furnishes descriptions of services provided by the Community Performing Arts Center and outlines requirements by which the user must comply. These are the operating guidelines described in the contract.

Operating guidelines for Community Performing Arts Center, equipment, and technical staff will be based on considerations of priority of programming, staffing and safety. It shall be the responsibility of the renter to ensure that all programs using Community Performing Arts Center, equipment, or staff operate within these guidelines. Operating guidelines will be adjusted as needed to reflect changes in the policies.

#### 3. Guideline Review Process

It shall be the responsibility of Community Performing Arts Center Manager to review guidelines for the use of Community Performing Arts Center, equipment, and staff annually and submit recommendations, as appropriate, to *Community Performing Arts Center Foundation Board of Directors*. Additionally, fee schedules will be reviewed and established yearly by Community Performing Arts Center Manager and approved by the Board.

#### 4. Fees

All services will be provided according to the Schedule of Fees included in the operating guidelines.



## **D. Procedures**

### **1. Requests for Community Performing Arts Center**

Requests for the use of CPAC, equipment, and support staff may be made by contacting CPAC Manager at (520) 399-1750. Requests should be made within the time schedule described in the Guidelines for Facility Requests. The requester will be furnished operating guidelines (if needed) and a CPAC Facilities Rental Contract, which must be completed and returned to the Community Performing Arts Center. The CPAC Manager may be available to assist project directors in the completion of the form, project scheduling, and planning technical needs within the operating guidelines.

### **2. Governed Use of the Arts Center**

The use of CPAC will be governed by contract and the Policies and Procedures Manual. Facility Requests will be approved and contracts issued by the staff of the CPAC Foundation.

### **3. Appeals of Disputes**

Requests to resolve scheduling, rental, and fiscal disputes between the Renter and the CPAC will be directed to the CPAC Foundation.

## **Facility Request Guidelines**

### **1. Scheduling Priority**

Events in Community Performing Arts Center are scheduled in accordance with the priority list below. No request for dates is final until a contract is issued.

#### **1.1 Priority List**

- A. Community Performing Arts Center Foundation
- B. Pima Community College (Studio B only)
- C. Greater Green Valley Arts Council members
- D. Pima County organizations
- E. All others

### **2. Procedures for Requesting Facilities, Equipment and Staff**

2.1 All requests for use of Community Performing Arts Center facilities, equipment and technical assistance must be submitted a minimum of 6 weeks prior to the event. The request will be accepted when submitted in writing, or by fax.

2.2 Requests for dates, equipment and staff assistance are subject to availability and approval by CPAC Manager.

2.3 After facility requests have been approved, a contract will be returned to the requestor. The timeline on contracts is dependent upon varying factors including facilities availability, and availability of equipment.

2.4 A deposit is required to place a permanent hold on a date.



## **Rental Service Guidelines**

The facilities of Community Performing Arts Center are available to all. Access to facilities is governed by the contract issued to the Renter.

By signing the contract, Renters agree to abide by these policies and procedures and pay all scheduled and incidental fees and charges. Failure to comply may result in withdrawal of access to the theatre and/or event termination.

### **1. Ticketing**

Ticketing for all events is the renter's responsibility.

### **2. Holidays**

Holidays are those that are observed by the Community Performing Arts Center Foundation. They include New Year's Day, Martin Luther King Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas Day.

### **3. Incident Reports**

All incidents of injury, equipment failure or damage, facility damage or crimes must be reported immediately. CPAC Staff will take appropriate action. The Renter is responsible for informing all organization members of the requirement.

### **4. Rehearsal and Class Facilities**

The lobby and adjacent areas must be kept clear and quiet at all times. Rehearsals and events must be restricted to the rooms and spaces assigned. Renter must maintain appropriate decorum while in the lobby so that other events are not disturbed. Renter must provide supervisory staff for all of the organization's participants.

### **5. House Keeping**

Renters must keep spaces clean and leave rooms in the condition they find them. All discarded items must be small enough to fit in the dumpster. Items, which will not fit into the dumpster, will be removed. Removal costs will be billed to the Renter. The Fee is \$130.00 per cleaning.

### **6. Smoking, Flames & Pyrotechnics, Eating and Drinking**

Smoking is not permitted in the Community Performing Arts Center. The sole exception is the inclusion of smoking in a theatrical presentation in which such smoking is deemed essential to furtherance the presentation and integral to the performance. If smoking is deemed essential it must be a non-tobacco product (i.e. herbal cigarettes), and such usage must be approved in writing from the Arts Center Manager. Smoking backstage, in the wings, or in the dressing rooms is prohibited at all times. ANY USE OF FIRE, FLAME, AND PYROTECHNICS IS PROHIBITED. Eating and drinking are not permitted at any time in the theater.

### **7. Liquor**

Renters may not serve or sell alcoholic beverages as part of their use of the facility. All alcoholic products and beverages must be purchased and served by the staff members listed on our liquor license through a liquor distributor. Our liquor license is limited to beer and wine only.



## **8. Public Liability Insurance**

It is the renter's responsibility to provide Public Liability Insurance for your event at the Community Performing Arts Center for the amounts listed in the rental contract. You are required to furnish the

Community Performing Arts Center Foundation, a certificate of insurance showing there is in force a policy of insurance written by a company licensed in the State of Arizona in which the Renter is named as insured with the Community Performing Arts Center Foundation named as additional assured for the amounts listed in the contract. The policy shall also provide for a 10 day written notice to the Foundation to cancellation or any material modification of the insurance policy. The Community Performing Arts Center Foundation cannot provide this insurance for your organization. **Renters are liable for loss and damage to the building and its furniture, equipment and contents.** This certificate must accompany the signed contract.

### **Theater Guidelines**

**NOTE: the Arts Center Manager may at all times designate another person to be responsible.**

#### **1. Furniture**

Furniture may not be moved from room to room without express staff permission. Damage to any furniture, equipment or the building should be reported immediately. Repair/replacement charges will be billed to the Renter.

#### **2. Equipment**

CPAC maintains a standard set-up of equipment – specifics are available upon request. Only staff technicians will repair or replace Arts Center equipment. Only staff technicians will operate or move Arts Center equipment. Renters are liable for equipment damage.

#### **3. Theater Staff**

All performance events using Studio A of the CPAC require House Manager, a Lighting Technician and a Sound Technician to be on duty for the duration of the event. The House Manager will open the facility, provide requested equipment, and close the facility. If the Renter cannot provide these persons, then they must be hired through the CPAC.

The House Manager will supervise the use of all equipment for all technical load-in and set-up, technical rehearsals, performances, strike and restoration. The House Manager is responsible for all activities backstage during rehearsals and performances. The House Manager is responsible for submitting a report for any equipment failures, incidents or problems backstage.

#### **4. Lighting, Sound Systems and Rigging**

Lighting instruments are hung in a general lighting plot. Renter will be billed a technical fee to change the standard lighting plot as well as for restoration of the standard lighting plot. Any additional sound equipment connected to Arts Center sound systems must be tested and approved by the Arts Center Manager. Any damage to Arts Center sound systems resulting from unauthorized equipment will be repaired or replaced at the expense of the Renter.

#### **5. Strike**

Renters will strike their production immediately following the final performance. The strike must include all sets, costumes and properties as well as removal of all materials from the house, lobby, and



any auxiliary spaces used. The Renter is responsible for taking out the trash on the stage. The Arts Center will not assume responsibility for any materials left behind. The stage, house and lobby must be cleared after each use.

#### **6. Set Painting**

No major set painting is allowed on stage. Drop cloths must be used for minor touch-ups. Absolutely no spray paint, or spray adhesives are allowed on stage.

#### **7. Stage Floor**

Occupational safety, health and fire regulations must be observed at all times. The stage floor must be kept free of debris. Renters shall not apply any substances to the stage floor. Overtime charges plus expenses will be billed to the Renter for any additional maintenance required.

#### **8. Nailing**

Screwing into the stage floor is not permitted. However, other special needs require the approval of the Arts Center Manager.

#### **9. Glitter**

Glitter is not allowed in the building. It cannot be used on set pieces or props. Body glitter is not allowed unless it is in a make-up form.

#### **10. Spike Marks**

The Renter is responsible for removing all spike marks on the stage floor. Spike marks should be made with chalk or a low-residue tape such as spike tape, and removed by the Renter during strike.

#### **11. Curtains and Soft goods**

Nothing may be pinned, stapled, sewn, taped or attached in any manner to curtains and soft goods owned by the Arts Center.

#### **12. Pianos**

For events requiring a piano, CPAC Manager must grant prior approval. A piano technician may tune the piano prior to dress rehearsal at Renter's expense. Nothing except sheet music is to be placed on the pianos. Note: Permission to use the piano is granted to individuals, not organizations.

#### **13. Prop Storage**

All portable equipment, valuable set pieces, props, costumes and make-up must be secured after each rehearsal or performance. CPAC does not have storage facilities available therefore; such pieces must be removed from the building. Equipment must not be left on the stage, in the house, in the lobby. Costs incurred to remove such materials and equipment will be billed to the Renter.

#### **14. Special Effects**

Renter must discuss all sets and light designs as soon as they are available for each production, a minimum of two weeks prior to first usage. Any special effects involving potential risk to participants or to facilities must be approved by CPAC Manager before first use in rehearsal.

#### **15. Rigging**

The rigging of flying scenery must comply with theatrical rigging code. The CPAC Manager may require, at an extra cost to the Renter, the hiring of professional stage riggers. Violation by the Renter or Renter's cast, crew or organizational members is cause for immediate cancellation of the event.



## 16. Lobby and House

The House Manager is responsible for activities in the Lobby and House, including the enforcement of prohibitions against smoking, the use of prohibited recording devices and cameras, cell phones and pagers, and disruptive behavior. Eating and drinking is not allowed inside the seating area of the theater. In addition, the House Manager is responsible for restricting access to the house to ticket holders and authorized event staff and house personnel only. Food and drink is strictly prohibited in the theater. Exceptions will only be made in lobby areas and only if the event is catered. Catering will be the sole responsibility of the Renter.

## 17. Seating Capacity

The seating capacity of Community Performing Arts Center is 210 for Studio A and 146 for Studio B. There are no circumstances under which the occupancy may exceed that number. Renter will not allow the placing of additional chairs in aisles or on the stage. "Standing Room" is not permitted at CPAC.

## 18. Rental Rates for Community Performing Arts Center

### 18.1 Rental Fees

See Community Performing Arts Center Rental Rates, Charges and Fees Schedule.

### 18.2 Required Personnel

- A. Sound Technician **\$15.00/hr - three hour minimum**
- B. Light Technician **\$15.00/hr - three hour minimum**

### 18.3 Additional Personnel

- A. House Manager **\$15.00/hr - three hour minimum**
- B. Ushers **\$15.00/hr - three hour minimum**

### 18.4 Additional Charges

There will be a full day rental fee charged on scenery, costumes, equipment and props not removed from the facility by the Renter unless otherwise stated in CPAC Rental Agreement.

### 18.5 Minimum Call Guidelines

All performance events using Studio A of the CPAC require House Manager, a Lighting Technician and a Sound Technician to be on duty for the duration of the event. The House Manager will open the facility, provide requested equipment, and close the facility. If the Renter cannot provide these persons, then they must be hired through CPAC Foundation.

The minimum call for staff is one hour before the Renter occupies the building and one-half hour after the Renter leave the building. In no case may the call for House Manager and Technicians be fewer than three (3) hours for any event (this includes load-ins and strikes. The minimum call for additional technicians is also three (3) hours. All public events, which include an audience, require a House Manager unless determined otherwise by CPAC Manager. The House Manager and ushers will be on duty a minimum of one (1) hour prior to opening of the house and remain until the audience has left the building. The minimum call for the House Manager is three (3) hours.



### **Event Planning Checklist**

- ✓ CALL Community Performing Arts Center (520) 339-1750 and check for date(s) available.
- ✓ READ the Contract and Schedule of Fees.
  - The Contract Guidelines are your responsibility and must be enforced with your staff and talent.
- ✓ DECIDE who will be your Contact and House Manager:
  - You can keep costs down if you have your own qualified crew above and beyond the required technicians. Rental of the Studios does not necessitate using our crew. You may bring in your own crew. However, our staff will supervise the use of all equipment.
- ✓ REVIEW Community Performing Arts Center Technical Assets Package. Please do not assume that we can provide all of the technical support your event needs.
- ✓ FILL OUT THE FACILITIES RENTAL CONTRACT using the date(s) and time(s) you desire. Don't forget rehearsal and load-in time.
- ✓ SIGN AND RETURN the Facilities Rental Contract and the deposit to Community Performing Arts Center at least one month before the event. Our address is 1250 W. Continental Road, Green Valley, Arizona 85622. Community Performing Arts Center will use the contract to issue the charges for your bill which are payable at the signing of the Contract. We cannot schedule your event, or our crew without payment.
- ✓ PROVIDE Public Liability Insurance for your event for the amounts listed in the rental contract. Reminder: Renters are liable for loss and damage to the building and its furniture, equipment and contents.