

Foothill College Fine Arts Facility rentals Application Packet

PROCEDURE

The steps for renting a space in the Fine Arts area are as follows-

- The requesting group must contact the Facilities Coordinator at 650-949-7252 to ascertain an available date and time. The agreed upon date can be held for ten days pending the arrival of the application and deposit.
- The requesting group will return a completed application, plus a non-refundable deposit of \$500.00 (which is applied towards the final bill). No application will be accepted less than one month prior to the desire date of use.
- Non-profit rates are available for groups who have valid 501(c) 3 and will not be charging admission fees (including any kind of donation).
- Appointments to view the facility must be scheduled in advance with the Facilities Coordinator.
- The Facilities Coordinator will email a contract to the requesting group, with the agreed upon dates, times, space, and estimated charge.
- The requesting group will print, sign, and initial the contract and mail a hard copy back to the Facilities Coordinator.
 - Reservations are not confirmed until the applicant receives the contract from the Facilities Coordinator.
- A certificate of insurance is required for all facility rentals.
 - The certificate must list the names and persons or firm/s named on the facility contract as insured under the policy and must list the Foothill-DeAnza Community College District as the additionally insured.
 - The coverage must be for a minimum of \$1,000,000.00 of liability.
 - The certificate of insurance must be received by the Facilities office at least 30 days prior to the scheduled event or the contract and the event may be cancelled.
- The client will be represented by one person, both before and during the event. This representative should be the contract signer, but if this is not the case, the representative must be approved via email by the contract signer.
 - If more than one person needs to be consulted, for areas such as lighting and sound, these persons also need to be approved via email by the contract signer.
- In order to best accommodate technical needs, the client must send technical and other requests to the Facilities Coordinator no later than one month prior to the event.
 - Requests include anything provided by Foothill, including technical equipment, tables, chairs, etc.
 - Any modifications to these requests must be made via email no less than two weeks prior to the event.
 - Any changes to the contracted starting time must be requested via email no less than three weeks prior to the event.
 - These changes can only be made by the contracted signer.
 - Change requests will be honored insofar as they are feasible; the final decision is at the discretion of the Facilities Coordinator.
 - Due to limited power supply in the building, outside equipment that requires power may not be able to be accommodated. Client must provide a list of outside rental equipment to the Facilities Coordinator at least one month in advance of the event. The Facilities

Coordinator will work with the client to make any changes deemed necessary to this list.

- The Facilities Coordinator will staff the event with District theatre crew. Only theatre crew may operate theatre equipment. Scheduling of crew is solely at the discretion of the Facilities Coordinator.
 - Theatre personnel work at a four-hour minimum.
 - Overtime will be charged at 1.5 times the base rate after eight hours and double time after 12 hours.
- If the client has equipment to be delivered and/or picked up at a time other than the contracted time, arrangements must be made with the Facilities Coordinator no less than two weeks in advance.
- Invoicing for the event takes place after the event; the renter has one month to pay. Billing for events is done on the basis of actual time (beginning with contracted starting time and ending at the time the facility is clear and restored to original condition), equipment requested and/or used, and personnel necessary for the production. If there are changes or additions to the production, the user (client) of the facility shall bear any additional expenses.

GENERAL POLICIES

- The Fine Arts Facilities, including the Smithwick Theatre, are available first as classroom spaces, followed by use for other campus events.
 - If space is available on evenings and weekends, outside groups may rent facilities on a first come/ first serve basis.
 - The facilities become available for rent to the public each March, for the following academic year (September – June).
- No group will be denied the use for the facilities except under the following conditions-
 - The facility is in use by a campus group, or previously rented by another outside group
 - The requesting group is deemed too large to be accommodated in the requested facility or environs
 - The requesting group has an outstanding bill due to Fine Arts Facilities or any other District entity.
 - The requesting group has damaged or misused District property or equipment
 - Harassment of activity or personnel can cause cancellation of approval of any facility.
 - The requesting group wishes to use the facility to slander or discriminate against another group (ethnic, religious, gender, etc.)
 - The requesting group wishes to use the facility for any illegal purpose.
 - The event is not covered by insurance.
- At no time may any of the Fine Arts spaces be filled to over permitted capacity. The capacity of the Smithwick Theatre is 941; the capacity of Appreciation Hall is 168. See the Facilities Coordinator for capacities of classrooms.
- The client is responsible for all actions, behavior, and damages caused by their guests/attendees during the occupation of the facilities.
 - Theatre personnel reserve the right to have removed any person behaving in an unlawful or dangerous manner.
- No fire is allowed in any campus buildings or grounds. This includes candles, incense, lamps, barbeques, etc.
- Doors, hallways, and aisles may not be obstructed by equipment or people.
- No animals other than service animals are allowed in campus.

- Smoking is allowed only in designated smoking areas.
- For safety and security, only members of the cast and crew are allowed backstage. The client will provide personnel to prevent unauthorized entrance backstage.
- Should the event be cancelled or rescheduled by the client for any reason, the deposit will be forfeited. If the event is cancelled less than 30 days prior to the event, further cancellation fees may be charged.

BOX OFFICE AND TICKET SALES

- The Box Office is available to sell tickets; tickets will be sold by the client only. Internet access is not available; Clients are responsible for printing their own tickets.
- Clients are to provide their own ushers/ticket takers, and House Manager.

DECORATING

- The client may not attach anything to the walls of the theatre, exterior, or on any walls on campus. All signs posted must be on stands provided by the client.
- The client may, with the assistance of the theatre crew, hang banners from existing hooks at the theatre front, or tape banners to the front of the stage, using theatre-provided tape. The client is welcome to use the signboards and table in the lobby.

CLEANING

- The client must place all trash in receptacles or trash bags.
- All posters, signs, etc., must be removed by the client.
- All equipment used must be replaced and the premises left in a neat and ordered fashion.
- A \$200.00 mandatory cleaning fee will be charged per day for each event. This cleaning will take place after the event and will include cleaning and stocking of bathrooms, vacuuming, emptying of trash, etc.
- The client will be charged an additional \$50/hour if the event takes longer than four hours to clean.

FOOD AND BEVERAGE

- All food and beverage must, by law, be provided by a licensed food provider with a local business and catering license. The caterer must provide a license copy to the Facilities Coordinator.
- Flame is not permitted on campus. No food may be prepared on campus. Food may be reheated in approved containers, as per the Facilities Coordinator.
- No food or beverages other than bottled water are allowed in the facilities.
 - Performers and crew may bring food backstage, provided that it is properly disposed of by the end of the event.
 - No food or drink other than bottled water is allowed in the dressing rooms.
 - Alcohol is not permitted on campus.

EQUIPMENT USE

- All theatre equipment is to be operated by Foothill theatre crew.
- Theatre crews are not responsible for the functioning of outside equipment brought in by clients, i.e. laptops, MP3 players, projectors, fog machines, etc.
- The theatre is not responsible for providing scenery, props, or furniture. Items stored in the theatre belong to the Theatre Arts Department and are not available for rent and cannot be borrowed.
- Due to liability, no one other than Foothill theatre personnel are allowed in the booth.

PARKING

- Parking regulations are enforced seven days a week.
- Parking is permitted in marked spaces in “Student/Visitor” lots only. The lot behind the theatre is for loading/unloading or handicapped parking only.
- \$3 Daily permits are required seven days per week.
- Pre-paid permits are available through the District. Please contact the District Parking Office at 408-864-8749 or maussjoe@fhda.edu. Parking arrangements must be made at least three weeks in advance of the event.

LOST AND FOUND

- Items left in the theatre will be held in the office of the Facilities Coordinator for no less than two weeks.

Any violations of these policies may result in forfeiture of future rental privileges of Foothill College facilities, and additional fees.

We reserve the right to amend these policies as deemed necessary without advance notice.