

## DEPARTMENT OF THEATRE ARTS

Policy for Use of Theatre Arts Laboratories  
(John Wright Theatre, Arena Theatre and Lab School 101)  
1971 revised 1985, 1990

These facilities are laboratories assigned to, and used by, the Theatre Arts Department for their curricular programs. The following procedure for obtaining use of these facilities by other groups will continue to be used:

1. The request is made by submission of a Theatre Arts Department Facility Requisition Form.
2. This requisition is submitted to the Business and Promotions Manager of the Theatre Arts Department.
3. The Business and Promotions Manager of the Theatre Arts Department check the theatre scheduling record and determines if the facilities are in use at the requested date and time.
4. If they are in use, the requesting group is notified. If the facilities are not in use, the Business and Promotions Manager determines after consultation with the appropriate theatre arts production personnel, if other activities in adjacent areas are likely to interfere with the requested use. He/she determines if the requested use will interfere with activities in adjacent areas. He/She determines if the requested facilities, including staging equipment and operating personnel, will be available for the requested use. If the request includes equipment and/or operating personnel, the Production Supervisor may require a meeting with the requesting group. The Business and Promotions Manager then sends the requisition, with his/her recommendation to the Chair of the Theatre Arts Department.
5. Use of the Theatre Arts laboratories on weekends and outside normal working hours will require the hiring of a paid facility manager for safety and security of the space. The facility manager will be responsible for opening and closing the facility, operating any rigging or equipment as arranged, and monitoring the use of the theatre space and the front of house. The all personnel shall be hired for a minimum of four hours. A cash deposit covering the cost of the technician(s) shall be made to the Business Manager of the Theatre Arts Department at least 24 hours prior to the use of the facility by the requesting group. University organizations may substitute a purchase order in lieu of a cash deposit. Pay rates for the technician(s) shall be equivalent to prevailing union rates. Stage technicians shall be assigned by the Theatre Arts appropriate supervisors. The number of technicians required for any event shall be determined by the Theatre Arts Department in consultation with the requesting group.
6. The Department Chairperson sends the requisition, with his/her recommendation, to the Department faculty for final approval.

## **Guidelines for Use of These Facilities**

1. All uses of these facilities should be educationally related to a university program.
2. Adjacent areas (shops and rehearsal areas) are in continual use by the Theatre Arts Department and sound transfer often renders the theatre unusable. If a requested use of one of the theatres requires work to stop in these areas, it usually means that a laboratory section of a theatre arts class must be canceled.
3. Frequently requests are received that require substantial production support. Requesting groups contemplating a stage production are cautioned that technical support and services for such an event can be complex and expensive. Stage lighting, sound effects costumes or costume services, stage platforms, sets, or backdrops usually take weeks to prepare and involve the design, planning, and work of many designers and technicians. For example, preparation of the stage lighting for a typical Theatre Arts production normally requires 200 hours of work. Theatre Arts faculty, staff, and students are not obligated to do so for requesting groups. The Theatre Arts Department is not a service group and has no resources to devote to such purposes.

Even for the simplest stage production which needs lighting and sound support, it would be necessary to assess costs of equipment and space preparation, operation, wear of incandescent lamps in light fixtures, etc. In such instances, the Business and Promotions Manager, in consultation with the appropriate production faculty and staff will estimate these costs for the requesting group.

4. Groups contemplating the production of an event requiring stage facilities are reminded that the Satellite Student Union and other campus spaces are available. The Fresno Municipal area has other stage facilities such as Roosevelt High School, Fresno High School, Fresno City College, Fresno Memorial Auditorium and the Fresno Convention Center.
5. Some proposed uses of the Theatre Arts Department Laboratories, involving non-college personnel, may have to be handled as commercial rentals. This type of use requires to posting of a bond to cover liability for damage to personnel and facilities, rental fees, employment of college security forces for audience control, maintenance charges and a pay rate for required technicians that is related to prevailing union rates.
6. Proposed uses not directly related to the college program or an educational program will be considered commercial uses and state regulations prohibit the college approving such uses.
7. Maintenance schedule, staff vacations, and absence of appropriate production personnel generally preclude use of the Theatre Arts Laboratories during the summer.

## **THEATRE ARTS DEPARTMENT FACILITY USE PROCEDURES & GUIDELINES**

1. Reservations may be made up to 6 months in advance.
2. Phone reservations will not be accepted.
3. Applications are available in the Theatre Department Office and the Box Office.
4. All applications are reviewed by the Theatre Department Faculty prior to approval.
5. Applicants must schedule a meeting with the Production Supervisor, Lighting Designer and the Theatre Business Manager to review all aspects of the reservation including the costs, the program, and the set up of the facility, the equipment and technical needs, and the requirements for police.
6. When applicable, the applicants will be required to meet with University Food Service Catering to discuss any food or refreshment needs. No off campus catering services may be used.
7. All paperwork must be completed and returned with the required signatures, proof of liability and property damage insurance of at least \$500,000.00 (Off campus groups only) must be provided and the deposit (50% anticipated costs) must be submitted within 4 weeks from the day the reservation process begins. University groups may substitute a purchase order for deposits.
8. Failure to complete the required procedures by the deadline date will result in the automatic cancellation of the reservation.
9. All applicants must arrange to meet with the Production Supervisor, Lighting Designer and Theatre Business Manager at least 4 weeks prior to the reserved date to review all aspects of the reservation and give confirming signature that the reservation is still desired.
10. Failure to meet with the Production Supervisor, Lighting Designer and Theatre Business Manager 4 weeks prior to the reserved date will result in the automatic cancellation of the reservation.
11. A cancellation of a reservation will result in \$100.00 forfeiture of deposit and payment for all related expenses incurred.
12. A cancellation of a reservation within seven days of the event and/or failure to show up for a reservation will result in a total forfeiture of deposit and payment of all related expenses incurred.
13. Full payment of all anticipated expenses must be made by 5:00 p.m. the last business day before the event is scheduled.
14. The responsible person or indicated designee, must meet with the House Manager and all necessary personnel 30 minutes prior to the scheduled opening of the doors. Doors will not be opened unless this meeting takes place.
15. The responsible person or indicated designee must be present during the entire event.
16. Full payment of any additional expenses incurred must be made within seven days of the close of the event.

\* Related Expenses - equipment rentals, contracted services, set up and take down expense, box office, and technician fees of at least 4 hours per person assigned.