

**Center of Performing Arts
External Operations Policy Manual
Santa Clara University
2006-07**

September 18, 2006

The **Center of Performing Arts External Operations Policy Manual** is intended to provide information related to the external operations of the Center for non-CPA members including other University and non-University clients.

The manual was initially drafted during the 2005-06 academic year by the interim director, managing director and CPA executive committee. Over the course of the summer, the manual was revised and separated into two documents – an internal operations manual for CPA members and an external operations manual for other University clients and non-University clients. Policies and procedures related to finances, facilities and technical support were also added to codify practices as well as to better ensure fair and transparent operations.

The **Center of Performing Arts External Operations Policy Manual** is a working document that will be revised from time to time.

The current manual is effective September 18, 2006.

Client Definitions and Fees

University Clients

Undergraduate Academic Programs

Definition: University client renting space for an event that supports an undergraduate academic course, or is related to undergraduate academic planning such as Orientation, Welcome Weekend, and Preview Days. The reservation must be paid using an SCU account number via an Internal Expense Transfer, the primary contact for the event must be an SCU faculty or staff member, and the event must be primarily presented by and for Santa Clara University faculty, staff, and/or students.

Fees: As part of the Center of Performing Arts commitment to undergraduate education, Undergraduate Academic Program clients receive the most heavily discounted rate for use of the Center of Performing Arts facilities. Rate information for Undergraduate Academic Programs is available at http://www.scu.edu/cpa/facility_rental.cfm or by contacting the Administrative Office of the Center of Performing Arts.

Campus (Student Groups, Centers of Distinction and Graduate Academic Programs)

Definition: University client renting space for an event that supports a recognized SCU student group activity, Center of Distinction, graduate academic program or other University activity not related to the undergraduate academic program. The reservation must be paid using an SCU account number via an Internal Expense Transfer, the primary contact for the event must be an SCU faculty or staff member, and the event must be primarily presented by and for Santa Clara University faculty, staff, and/or students.

Fees: In an effort to support the Santa Clara University campus community, all campus clients receive a special, discounted rate for use of the Center of Performing Arts facilities. Rate information for Campus fees is available at http://www.scu.edu/cpa/facility_rental.cfm or by contacting the Administrative Office of the Center of Performing Arts.

Non-University Client

Non-profit Groups and Performing Arts Schools and Studios

Definition: Non-University entity with a recognized non-profit status, or a performing arts school/studio where music, dance, or theatre are taught to multiple students.

Fees: As part of the Center of Performing Arts mission to provide affordable venues for community performing arts organizations, all Non-profit Groups and Performing Arts Schools/Studio receive a discounted fee for use of the Center of Performing Arts facilities. Rate information for Non-Profit Groups and Performing Arts Schools and Studios is available at http://www.scu.edu/cpa/facility_rental.cfm or by contacting the Administrative Office of the Center of Performing Arts.

Non-University Client –Standard

Definition: Non-University, for-profit entity.

Fees: Rate information is available at http://www.scu.edu/cpa/facility_rental.cfm or by contacting the Administrative Office of the Center of Performing Arts.

Reservation Policies

University Clients

The Center of Performing Arts provides venues, first and foremost, for University activities. University administration activities and Center of Performing Arts departmental events receive advanced booking, and should be scheduled in the fall of the academic year prior to the event. On February 1st of each year, all University clients can begin reserving available venues for July of the current year through June of the following year. The Center of Performing Arts reserves the right to define appropriate use and to refuse a reservation.

Space must be reserved through the Center of Performing Arts. A signed Internal Expense Transfer agreement and completed Facility Reservation form must be returned 30 days prior to the event. The University account number assumes University responsibility and liability.

Non-University Clients

The Center of Performing Arts provides venues, first and foremost, for University activities. Use by non-university clients must not contradict the mission and values of the university. The Center of Performing Arts reserves the right to define appropriate use and to refuse a reservation. Center of Performing Arts venues are offered for rent to the community after a period of priority reservation by the University. On February 1st of each year, the community is permitted to begin reserving available venues for July and August of the current year. On March 1st of each year, the community is permitted to begin reserving available venues for September of the current year through June of the following year¹. The Center of Performing Arts does not permit advance waiting lists.

Space must be reserved through the Center of Performing Arts. All non-University entities (individual or group) must provide the following:

1. Necessary information regarding the use of the venue, including the mission of the group, type of event, and specific technical needs must be made available upon request.
2. Non-refundable deposit, the greater of \$100 or 10% of the total rental fee, to be paid no more than 30 days after the date the reservation is booked, in accordance with the contract.

¹ Due to arrangements made prior to September 1, 2001, certain annual groups are pre-booked as space permits. Groups seeking annual or standard reservations after September 1, 2001 will not be permitted to pre-book reservations. The Center of Performing Arts reserves the right to discontinue all prior pre-booking arrangements.

3. Signed contract for facility use, to be returned with the non-refundable deposit no more than 30 days after the date the reservation is booked, in accordance with the contract.
4. Completed Facility Reservation form, to be returned no less than 30 days prior to the reservation date.
5. Proof of a comprehensive, general liability insurance policy with a minimum of \$1 million in commercial coverage listing Santa Clara University as an additional insured for the date(s) of the reservation, to be provided no less than 10 business days prior to the reservation.
6. For new clients or clients with accounts in poor standing, the complete rental fee, to be paid no less than 5 business days prior to the reservation date.

All remaining rental fee balances must be paid no more than 30 days following the reservation date. A 10% late fee will be assessed monthly for all remaining balances not paid within 30 days of the reservation date.

Venues

Mayer Theatre

Description: Flexible configuration theatre space with a standard 500 seat, stadium seating capacity.

Purpose: Mayer Theatre is available for speaking presentations, movie viewing, theatrical performances, dance performances, music concerts, and rehearsals.

Policies:

1. Space must be reserved through the Center of Performing Arts.
2. All use of lighting and sound equipment must be discussed and approved by the CPA Technical Coordinator prior to the date of the reservation.
3. No food or beverage is allowed in the theatre at any time, with the exception of capped, bottled water.
4. No decorations or alterations can be made to the stage area without the express approval and supervision of the CPA Technical Coordinator.
5. The stage thrust and orchestra pit are not permitted to be used.
6. All aisles, doorways, and stairways must remain clear at all times.
7. University clients are responsible for placing media services orders for any audiovisual needs.
8. No one is permitted in the catwalks or booth except assigned CPA technical staff.
9. An individual approved by the CPA Managing Director must be designated to act as a house manager for all events.
10. The use of live animals for rehearsals, performances, and presentations is prohibited for non-university clients. University clients wishing to use live animals for rehearsals, performances, or presentations must receive approval from both the Santa Clara University Animal Care and Use Committee and the Director of the Center of Performing Arts.

11. Children under the age of 18 (child) are not permitted in Mayer Theatre except in cases where:
 - a. the child has been cast as part of the performance or is participating in a recital or event;
 - b. the child is attending a rehearsal, performance, or event under the direct supervision of an adult who is not participating in the rehearsal, performance, or event (please note: children are not allowed in the venue during any Department of Theatre and Dance rehearsal but may be directly supervised in a classroom, conference room, library or office space as available);
 - c. the child is touring the facility under the direct supervision of a CPA faculty or staff member; or
 - d. the child is an undergraduate or high school student who is attending a rehearsal, performance, or event.
12. Performance, photography, and videotaping of copyrighted works must be in compliance with copyright law, union agreements, and all licensing agreements.

Mayer Theatre Green Room

Description: Lounge area with couches and table located on the bottom floor of the Mayer Theatre complex.

Purpose: Green room is available for performers and speakers to prepare, relax, and visit before, after, or during an event, as well as for Department of Theatre and Dance students to relax, study and visit between classes.

Policies:

1. Space is available only in conjunction with a Mayer Theatre reservation, and must be reserved through the Center of Performing Arts.
2. Use of room cannot interfere with classes or other events taking place in the Mayer Theatre complex.
3. Except during academic breaks, space cannot be made private, and may be used by Santa Clara University students, faculty, and/or staff during reservation hours.
4. All debris and other items must be cleared from the room at the end of each reservation day.

Mayer Theatre Make-up Room

Description: Small room with mirrors and vanity-style tables available for applying make up and as a changing room.

Purpose: Make-up room is available for performers and speakers to apply make-up and fix hair prior to an event, as well as for Department of Theatre and Dance students to learn make-up techniques in conjunction with costume class.

Policies:

1. The make-up room is available only in conjunction with a Mayer Theatre reservation, and must be reserved through the Center of Performing Arts.
2. Use of room cannot interfere with classes or other events taking place in the Mayer Theatre complex.
3. Except during academic breaks, space cannot be made private, and may be used by Santa Clara University students, faculty, and/or staff during reservation hours.
4. All debris and other items must be cleared from the room at the end of each reservation day.

Mayer Theatre Dressing Rooms

Description: Two rooms (one for males and one for females) with restroom and changing areas, lockers, and shower. Note: the shower facility is shared between the male and females locker areas.

Purpose: Dressing Rooms are available for performers and speakers to change clothing before, during, or after an event, as well as for restroom facilities for guests in the Mayer Theatre complex.

Policies:

1. Space is available only in conjunction with a Mayer Theatre reservation, and must be reserved through the Center of Performing Arts.
2. Use of room cannot interfere with classes or other events taking place in the Mayer Theatre complex.
3. Except during academic breaks, space cannot be made private, and may be used by Santa Clara University students, faculty, and/or staff during reservation hours.
4. All debris and other items must be cleared from the room at the end of each reservation day.
5. Lockers are available for daily use, but must be emptied at the end of each day. Users must supply their own locks for lockers. Lockers may be accessed by CPA management as needed.

Theatre Rehearsal Hall

Description: Large rehearsal room located in the Mayer Theatre Complex. Primarily reserved for use by the Department of Theatre and Dance.

Purpose: Rehearsal Hall is available for classes and rehearsals.

Policies:

1. Space is available only by special request, only in conjunction with a Mayer Theatre reservation, and must be reserved through the Center of Performing Arts.
2. Use of rehearsal items located in the room is not permitted.
3. Use of room cannot interfere with classes or other events taking place in the Mayer Theatre complex.

4. No food or beverage is allowed in the rehearsal hall at any time, with the exception of capped, bottled water.
5. Except during academic breaks, space cannot be made private, and may be used by Santa Clara University students, faculty, and/or staff during reservation hours.
6. All debris and other items must be cleared from the room at the end of each reservation day.
7. University clients are responsible for placing media services orders for any audiovisual needs.
8. The use of live animals for rehearsals, performances, and presentations is prohibited for non-university clients. University clients wishing to use live animals for rehearsals, performances, or presentations must receive approval from both the Santa Clara University Animal Care and Use Committee and the Director of the Center of Performing Arts.
9. Children under the age of 18 (child) are not permitted in Mayer Theatre Rehearsal Hall except in cases where:
 - a. the child has been cast as part of the performance or is participating in a recital or event;
 - b. the child is attending a rehearsal, performance, or event under the direct supervision of an adult who is not participating in the rehearsal, performance, or event (please note: children are not allowed in the venue during any Department of Theatre and Dance rehearsal but may be directly supervised in a classroom, conference room, library or office space as available);
 - c. the child is touring the facility under the direct supervision of a CPA faculty or staff member; or
 - d. the child is an undergraduate or high school student who is attending a rehearsal, performance, or event.

Mayer Theatre Lobby

Description: Lobby area outside of the Mayer Theatre.

Purpose: Lobby is available for receptions and gatherings before, after, or during an event in the Mayer Theatre.

Policies:

1. Space is available only in conjunction with a Mayer Theatre reservation, and must be reserved through the Center of Performing Arts.
2. All food and beverage served in the lobby must be catered by one of the University's catering services, in accordance with University policies.
3. Quantity and placement of tables, displays, decorations, and number of guests must be approved by the Center of Performing Arts staff.
4. All debris and other items must be cleared from the lobby at the end of each reservation day.

Fess Parker Studio Theatre

Description: Black-box theatre with a flexible 80-140 seat seating capacity. (Seating use of 81 or more seats is subject to approval by the Center of Performing Arts and may incur additional costs.) Primarily reserved for use by the Department of Theatre and Dance.

Purpose: Theatre is available for classes, rehearsals, small theatrical performances, and small dance performances.

Policies:

1. Space is available only by special request during academic breaks, and must be reserved through the Center of Performing Arts.
2. All use of lighting equipment, sound equipment, and catwalks must be discussed and approved by the CPA Technical Coordinator prior to the date of the reservation.
3. No food or beverage is allowed in the theatre at any time, with the exception of capped, bottled water.
4. No decoration or alterations can be made to the stage area without the express approval and supervision of the CPA Technical Coordinator.
5. All aisles, doorways, and stairways must remain clear at all times.
6. University clients are responsible for placing media services orders for any audiovisual needs.
7. No one is permitted in the catwalks or booth except assigned CPA technical staff.
8. All debris and other items must be cleared from the room at the end of each reservation day.
9. The use of live animals for rehearsals, performances, and presentations is prohibited for non-university clients. University clients wishing to use live animals for rehearsals, performances, or presentations must receive approval from both the Santa Clara University Animal Care and Use Committee and the Director of the Center of Performing Arts.
10. Children under the age of 18 (child) are not permitted in the Fess Parker Studio Theatre except in cases where:
 - a. the child has been cast as part of the performance or is participating in a recital or event;
 - b. the child is attending a rehearsal, performance, or event under the direct supervision of an adult who is not participating in the rehearsal, performance, or event (please note: children are not allowed in the venue during any Department of Theatre and Dance rehearsal but may be directly supervised in a classroom, conference room, library or office space as available);
 - c. the child is touring the facility under the direct supervision of a CPA faculty or staff member; or
 - d. the child is an undergraduate or high school student who is attending a rehearsal, performance, or event.
11. Performance, photography, and videotaping of copyrighted works must be in compliance with copyright law and all licensing agreements.

Theatre Library

Description: Conference space containing four tables that seats approximately 18 total individuals. Primarily reserved for use by the Department of Theatre and Dance.

Purpose: Library is available for classes, meetings, and literature storage.

Policies:

1. Space is available only by special request, and must be reserved through the Center of Performing Arts.
2. University clients are responsible for placing media services orders for any audiovisual needs.
3. All debris and other items must be cleared from the room at the end of each reservation day.

Mayer Theatre Classroom

Description: Classroom space containing design tables and design laboratory facilities that seats approximately 25 individuals.

Purpose: Classroom is available for classes.

Policies:

1. Space must be reserved through the Santa Clara University Event's Planning Office.
2. No food or beverage is allowed in the classroom at any time, with the exception of capped, bottled water.
3. Use of room cannot interfere with classes or other events taking place in the Mayer Theatre complex.
4. University clients are responsible for placing media services orders for any needed audiovisual equipment.
5. All debris and other items must be cleared from the room at the end of each reservation day.
6. After 5pm, lights should be turned off when exiting the space.

Recital Hall

Description: Concert Hall space with a 250 seat, stadium seating capacity.

Purpose: Recital Hall is available for classes, speaking presentations, movie viewing, music recitals, and rehearsals.

Policies:

1. For reservations taking place M-F 6pm-12am, weekends, and during academic holidays and breaks, space must be reserved through the Center of Performing Arts. For reservations taking place M-F 8am-6pm, space must be reserved through the Administrative Office of the Department of Music.
2. All use of lighting and sound equipment must be discussed and approved by the CPA Technical Coordinator prior to the date of the reservation.

3. No food or beverage is allowed in the hall at any time, with the exception of capped, bottled water.
4. No decoration or alterations are permitted on the stage area or within the hall.
5. Balloons are not permitted inside the Recital Hall.
6. A maximum of 250 seated individuals and 49 on-stage individuals are permitted inside the hall at one time.
7. All aisles, doorways, and stairways must remain clear at all times.
8. University clients are responsible for placing desired media services orders.
9. If piano(s) has been rented, the instrument(s) will be moved, unlocked, and uncovered by CPA technical staff. The renting party is responsible for ensuring the piano is handled and played in a manner that does not damage, alter, or threaten the safety of the instrument.
10. The use of live animals for rehearsals, performances, and presentations is prohibited for non-university clients. University clients wishing to use live animals for rehearsals, performances, or presentations must receive approval from both the Santa Clara University Animal Care and Use Committee and the Director of the Center of Performing Arts.
11. To best ensure the safety of all CPA patrons, children under the age of 18 are not permitted in the Recital Hall except in cases where:
 - a. the child has been cast as part of the performance or is participating in a recital or event;
 - b. the child is attending a rehearsal, performance, or event under the direct supervision of an adult who is not participating in the rehearsal, performance, or event (please note: children are not allowed in the venue during any Department of Theatre and Dance rehearsal but may be directly supervised in a classroom, conference room, library or office space as available);
 - c. the child is touring the facility under the direct supervision of a CPA faculty or staff member; or
 - d. the child is an undergraduate or high school student who is attending a rehearsal, performance, or event.
12. Performance, photography, and videotaping of copyrighted works must be in compliance with copyright law, union agreements, and all licensing agreements.

Music Rehearsal Hall

Description: Large rehearsal room located adjacent to Recital Hall. Primarily reserved for use by the Department of Music and Department of Theatre and Dance, or as a warm-up area in conjunction with Recital Hall reservations.

Purpose: Rehearsal Hall is available for classes and rehearsals, and can be used as a green room for Recital Hall events.

Policies:

1. Monday through Thursday evenings during academic sessions, the Rehearsal Hall is primarily used for classes and rehearsals for the Department of Music and the Department of Theatre and Dance. Friday evenings and weekends and during academic

breaks, the Rehearsal Hall is available in conjunction with a Recital Hall reservation and must be reserved through the Center of Performing Arts.

2. Use of rehearsal items located in the room is not permitted, with the exception of chairs, music stands, and the rehearsal piano.
3. Use of room cannot interfere with classes or other events taking place in the Music and Dance Building.
4. All debris and other items must be cleared from the room at the end of each reservation day.
5. University clients are responsible for placing media services orders for any needed audiovisual equipment.
6. The renting party is responsible for ensuring the piano is handled and played in a manner that does not damage, alter, or threaten the safety of the instrument.
7. The use of live animals for rehearsals, performances, and presentations is prohibited for non-university clients. University clients wishing to use live animals for rehearsals, performances, or presentations must receive approval from both the Santa Clara University Animal Care and Use Committee and the Director of the Center of Performing Arts.
8. Children under the age of 18 (child) are not permitted in the Rehearsal Hall except in cases where:
 - a. the child has been cast as part of the performance or is participating in a recital or event;
 - b. the child is attending a rehearsal, performance, or event under the direct supervision of an adult who is not participating in the rehearsal, performance, or event (please note: children are not allowed in the venue during any Department of Theatre and Dance rehearsal but may be directly supervised in a classroom, conference room, library or office space as available);
 - c. the child is touring the facility under the direct supervision of a CPA faculty or staff member; or
 - d. the child is an undergraduate or high school student who is attending a rehearsal, performance, or event.

Recital Hall Lobby

Description: Lobby area outside of the Recital Hall.

Purpose: Lobby is available for receptions and gathering before, after, or during an event in the Recital Hall.

Policies:

1. Space is available only in conjunction with a Recital Hall reservation, and must be reserved through the Center of Performing Arts.
2. All food and beverage served in the lobby must be catered by one of the University's catering services, in accordance with University policies.
3. Quantity and placement of tables, displays, decorations, and number of guests must be approved by the Center of Performing Arts staff.

4. All debris and other items must be cleared from the lobby at the end of each reservation day.

Music and Dance Classroom #119

Description: Classroom space with approximately 30 student desks and a piano. Primarily reserved for use by the Department of Music and Department of Theatre and Dance.

Purpose: Classroom is available for classes and rehearsals.

Policies:

1. Space is available only by special request, only in conjunction with a Recital Hall reservation, and must be reserved through the Center of Performing Arts.
2. Use of room cannot interfere with classes or other events taking place in the Music and Dance Building.
1. University clients are responsible for placing media services orders for needed audiovisual equipment.
2. All debris and other items must be cleared from the room at the end of each reservation day.
3. The renting party is responsible for ensuring the piano is handled and played in a manner that does not damage, alter, or threaten the safety of the instrument.

Conference Room

Description: Conference space containing one large table that seats approximately 8-10 individuals and an upright piano. Primarily reserved for use by the Center of Performing Arts, Department of Music, and Department of Theatre and Dance.

Purpose: Conference Room is available for meetings, classes, seminars, and private instruction.

Policies:

1. Space is available only by special request, only in conjunction with a Recital Hall reservation, and must be reserved through the Center of Performing Arts.
2. Use of room cannot interfere with classes or other events taking place in the Music and Dance Building.
3. University clients are responsible for placing media services orders for needed audiovisual equipment.
4. All debris and other items must be cleared from the room at the end of each reservation day.
5. The renting party is responsible for ensuring the piano is handled and played in a manner that does not damage, alter, or threaten the safety of the instrument.

Music Practice Rooms

Description: Six small, sound-proofed, voice or instrument practice areas containing one or two pianos. Primarily reserved for use by the Department of Music and Musical Theatre program.

Purpose: Practice rooms are available for SCU private music instruction courses and rehearsals for students enrolled in SCU private music instruction courses.

Policies:

1. Practice rooms are available only by special request, only in conjunction with a reservation in the Recital Hall, and must be reserved through the Center of Performing Arts.
2. Use of room cannot interfere with classes or other events taking place in the Music and Dance Building.
3. No food or beverage is allowed in the practice room at any time, with the exception of capped, bottled water.
4. The renting party is responsible for ensuring the piano is handled and played in a manner that does not damage, alter, or threaten the safety of the instrument.

Piano Lab

Description: Electronic keyboard lab containing 16 electronic keyboards and 5 computers with internet access and music composition software. Primarily reserved for use by the Department of Music.

Purpose: Piano Lab is primarily used for classes and private instruction.

Policies:

1. Space is available only by special request, and only in conjunction with a Recital Hall reservation, and must be reserved through the Center of Performing Arts.
2. Computers and composition software are not permitted to be used.
3. University clients are responsible for placing media services orders for needed audiovisual equipment.
4. All debris and other items must be cleared from the room at the end of each reservation day.
5. The renting party is responsible for ensuring the electronic pianos are handled and played in a manner that does not damage, alter, or threaten the safety of the instruments.
6. No food or beverage is allowed in the lab at any time, with the exception of capped, bottled water.

Sales and Promotion

Ticket Sales Policies

The Center of Performing Arts sells tickets only for events presented by the Center of Performing Arts. Groups are permitted to sell tickets for their event at their discretion, and without providing the Center of Performing Arts a portion of the ticket sales. Specifically,

1. Groups are responsible for printing their own tickets.

2. Groups are responsible for providing their own staff and resources for advance and at-door ticket sales.
3. The Center of Performing Arts Box Office space is not permitted to be used by non-CPA staff.
4. All tables and chairs required for at-door ticket sales must be communicated to the Technical Coordinator prior to the event.
5. Special seating instructions in conjunction with ticket sales must be communicated to the Center of Performing Arts staff prior to the event.

Event Promotion

The Center of Performing Arts promotes only events presented by the Center of Performing Arts. Groups are responsible for their own event promotion. Specific policies for various types of promotion are as follows:

Flyers: Public bulletin boards are located on each floor of the Music and Dance Building, and the lower level of the Mayer Theatre. Groups are permitted to post flyers for their events on these public spaces, provided the flyer has been approved by the Managing Director of the Center of Performing Arts. Flyers are not permitted to be posted on any other interior or exterior locations at the Center of Performing Arts facilities. Groups should remove flyers at the completion of the event.

Signage: On the day of the event, signs may be placed outside of the Mayer Theatre and/or Music and Dance Building to help direct patrons and publicize the event. Signs should not be taped, nailed or otherwise affixed to University surfaces without the permission of the CPA Technical Coordinator. Groups must remove signage at the completion of the event.

Lobby Decorations/Displays: Decoration and displays are permitted in the lobby areas during reservation hours. Any alterations to the lobby space including moving furniture or fixing items to walls or ceilings must be approved by the CPA Technical Coordinator. All items must be removed and the space returned to its prior condition at the completion of the reservation.

Balloons: Balloons are not permitted for decorative use at the Center of Performing Arts complex, which consists of the Music and Dance Building and the Mayer Theatre Building.

Brochures: Brochures can be placed on display in lobby areas during reservation hours.

Reservations and Operations Parameters

Fund Distribution and Expense Transfer

For University sponsored events (department or registered student organization), an authorized university fund distribution string must be provided on a signed expense transfer agreement no less than 30 days prior to the reservation date.

Audio Visual Equipment

Equipment not owned by the Center of Performing Arts must be ordered by University clients directly from Media Services, or by Non-University Clients directly from a media vendor. The Center of Performing Arts is not responsible for placing orders for additional media equipment. Equipment available by venue includes:

Recital Hall: Includes media projector and screen, CD player, cassette player, and DVD player available for use with fee by University and Non-University clients. All use must be supervised by a member of the Center of Performing Arts Technical Staff and needs must be communicated in advance through the facility reservation form.

Mayer Theatre: Includes CD player and DVD player with screen (use subject to availability). All use must be supervised by a member of the Center of Performing Arts Technical Staff and needs must be communicated in advance through the facility reservation form.

Lighting Equipment

Lighting equipment is reserved for use by Department of Theatre and Dance Production Faculty and CPA Technical Staff. Students and other individuals may be permitted to use equipment under the supervision of Department of Theatre and Dance Production Faculty or the CPA Technical Coordinator.

Before/After Hours

1. Clients are permitted to use only those Center of Performing Arts spaces specified on their expense transfer agreement or contract, only on the dates and during the times specified on their expense transfer agreement or contract.
2. Clients are not permitted into the space prior to the designated reservation start time even if Center of Performing Arts staff is on premises.
3. All rehearsal, set up, or blocking time must be accounted for with an expense transfer agreement or contract.
4. If client wishes to exceed the time designated on the expense transfer agreement or contract and the Center of Performing Arts is unable to accommodate the additional hours, the client must discontinue his/her use of the space.
5. If client wishes to exceed the time designated on the expense transfer agreement or contract and the Center of Performing Arts is able to accommodate additional hours, the client will be billed for the additional use of the space according to the appropriate rental fees sheet.

Cancellation of an Event by the Center of Performing Arts

The Center of Performing Arts reserves the right to cancel a performance or reservation in the event of utility interruptions, campus emergencies, threat of imminent danger, or acts of God. In such instances, all possible attempts will be made to notify the contact name listed on the facility reservation form.

Cancellation of a Reservation by Client

University Client: The Center of Performing Arts must be notified either by written letter or e-mail at least 30 days prior to the reservation date.

1. University Client must provide either a written letter or e-mail to the Center of Performing Arts notifying of the cancellation at least 30 days prior to the reservation date.
2. If written notice is received less than 30 days prior to the reservation date, a \$40 cancellation fee may be charged to the university account number provided on the expense transfer agreement.

Non-University Client: The Center of Performing Arts requires all reservations to be secured with a non-refundable deposit, the greater of \$100 or 10% of the reservation fee. This deposit can be moved one time to a new reservation within 6 months of the cancelled reservation date.

1. Non-University Clients must provide either a written letter or e-mail to the Center of Performing Arts notifying of the cancellation at least 60 days prior to the reservation date he/she wishes to cancel.
2. A new date that falls within six months of the cancelled reservation date is reserved.
3. The non-refundable deposit can only be moved one time to one new date within six months of the original cancelled reservation date.
4. If the non-refundable deposit has already been transferred to a new reservation, or a new reservation date is not available within six months of the original reservation, the client forfeits the non-refundable deposit to the Center of Performing Arts.

Changing Reservation Dates

University Client: The previous reservation should be cancelled and a new reservation placed through the Center of Performing Arts.

1. University client must provide either a written letter or e-mail to the Center of Performing Arts notifying of the cancellation of the previous date (preferably 30 days prior to the reservation date) and requesting the new reservation date.
2. A new expense transfer agreement will be placed in campus mail and should be completed and returned in order to secure the new reservation date.

Non-University Client: The Center of Performing Arts requires all reservations to be secured with a non-refundable deposit the greater of \$100 or 10% of the reservation fee. Clients needing to change their reservation date are allowed a one-time transfer of their non-refundable deposit from their original reservation to a new reservation date scheduled within six months of the original reservation date.

1. Non-University Client must provide either a written letter or e-mail to the Center of Performing Arts notifying of the cancellation at least 60 days prior to the reservation date he/she wishes to cancel.
2. A new date that falls within six months of the cancelled reservation date is reserved.
3. A new contract for this new date is mailed (or given in person) to the contracting party.
4. The deposit from the previous reservation is moved to the new reservation date and will complete the reservation. *Note: a signed contract and appropriate proof of insurance listing Santa Clara University as an additional insured are mandatory in order for the reservation to occur at the Center of Performing Arts.*
5. The non-refundable deposit can only be moved one time to one new date within six months of the original cancelled reservation date. If the non-refundable deposit has already been transferred to a new reservation, or a new reservation date is not available within six months of the original reservation, the date change becomes a cancellation and all cancellation policies apply.

Damage

The organization of record (department account number, or the group or individual named on the contract) will be financially held responsible for damage to the building, contents, and/or equipment. Non-University clients should reference their contract for liability information and insurance requirements.

Dance Floor

The Center of Performing Arts must receive 30 days notice if the client wishes to use the dance floor. The Center of Performing Arts reserves the right to refuse the use of the dance floor. Specifically,

1. At the time of notification, the Center of Performing Arts will advise the client whether the dance floor will be available for his/her event.
2. If the dance floor is available, the Center of Performing Arts will advise client of additional labor and rental charges associated with the use of the dance floor.
3. If additional charges were not included in the original contract or expense transfer agreement, the client will need to sign a revised contract or expense transfer agreement in order to approve additional charges.

Entry into an Event

A Center of Performing Arts staff member must be on site during all reservation hours. The Center of Performing Arts reserves the right to enter any event at any time.

Late Fees

Unless otherwise stated on the contract, a \$25 administrative fee will be charged for signed contracts returned less 15 business days prior to the reservation date, and a \$50 administrative

fee will be charged for insurance certificates received less than 5 business days prior to the reservation date.

Non-Reservation Periods

The Center of Performing Arts will designate days and time periods when no reservations can be made. In particular,

1. No reservations are permitted on University celebration dates such as Commencement Weekend (Friday, Saturday, and Sunday), Law School Commencement Day, and Welcome Weekend.
2. No reservations are permitted during observed university holidays and closed periods.
3. Additional dates when no reservations are permitted are determined by the Center of Performing Arts, and may include such items as building repair and maintenance.

Reservation Confirmation

University Clients: Once a reservation is made, an expense transfer agreement will be sent via campus mail to the responsible party. The expense transfer agreement confirms the reservation is on record. A completed and signed expense transfer agreement must be returned to the Center of Performing Arts no less than 30 days prior to the event in order to complete the reservation.

Non-University Clients: Once a reservation is made, two copies of a contract will be mailed (or given in person) to the contracting party. The contract confirms the reservation is on record. A non-refundable deposit of the greater of \$100 or 10% of the reservation fee must be received by the Center of Performing Arts, in accordance with the contract, in order to complete the reservation. *Note: a signed contract and appropriate proof of insurance listing Santa Clara University as an additional insured are mandatory in order for the reservation to occur at the Center of Performing Arts.*

Safety

Reservation, set-up, and execution for events are performed with fire safety and patron safety in mind, and must comply with all local, state, and federal safety codes.

1. A Center of Performing Arts staff member must be on site during all reservation hours.
2. Interior and exterior exit doors cannot be blocked.
3. All cords (e.g. AV, electrical) must be taped to the floor.
4. Cords must be run in such a way as to minimize foot traffic.
5. Items cannot be placed over lights or attached to sprinkler heads, pipes, or any part of sprinkler system.
6. Light bulbs cannot be removed.
7. Safety lights cannot be turned off or otherwise diminished.
8. Room capacity limits must be observed at all times.
9. A recorded message reminding the audience of exits must be played prior to each event.

Scheduling Priorities

Center of Performing Arts events and University Administration events (i.e. Orientation, Welcome Weekend, etc.) receive scheduling priority. All other events are scheduled on a first come, first served basis, according to the scheduling policy². The Center of Performing Arts reserves the right to offer event priority to clients in accordance with the Center of Performing Arts' scheduling needs.

1. Space for Center of Performing Arts events and University Administration events are scheduled prior to releasing space for other University and Non-University clients.
2. On February 1st, University clients may begin making reservations at the Center of Performing Arts facilities for July of the current year through June of the following year.
3. On February 1st, non-University clients may begin making reservations at the Center of Performing Arts facilities for July and August of the current year.
4. On March 1st, Non-University clients may begin making reservations at the Center of Performing Arts facilities for September of the current year through June of the following year.

Security

At the discretion of the Center of Performing Arts, Campus Safety or other bonded security agencies may be required for an event. The charge for this service will be borne by the reserving organization.

Set-up/Tear-down

A Center of Performing Arts staff member must be present for all set-up and tear-down procedures. If at any time the supervising staff member feels the set-up or tear-down process poses a safety threat or violates university policy, the Center of Performing Arts reserves the right to alter or discontinue that set-up/tear-down process.

1. Clients are provided a facility reservation form requesting event information including set-up needs.
2. The client should return the completed form to the Center of Performing Arts, including information for a contact person for all set-up needs.
3. When appropriate, the CPA Technical Coordinator will contact the client to further discuss event needs.
4. The Center of Performing Arts will staff the event according to event needs communicated prior to the reservation date.
5. Center of Performing Arts staff will provide all set-up for events taking place within the Center of Performing Arts complex, or, if the client provides experienced staff, supervise all event set-up/tear-down for the event.

Transfer of Reservation

² Due to arrangements made prior to September 1, 2001, certain annual groups are pre-booked as space permits. Groups seeking annual or standard reservations after September 1, 2001 will not be permitted to pre-book reservations. The Center of Performing Arts reserves the right to discontinue all prior pre-booking arrangements.

The Center of Performing Arts does not allow clients to transfer a reservation to another client. The initial reservation must be cancelled, and a new reservation made by the new client through the Center of Performing Arts.

Venue Size and Restrictions

The Center of Performing Arts observes room capacity parameters established by the State Fire Marshall. Mayer Theatre – T BD and Recital Hall -299.

General Policies

Alcohol

The service of alcoholic beverages is governed by the state of California's Alcohol Beverage Control Commission (ABC). Alcoholic beverages can only be provided and served by licensed, SCU vendors Bon Appetit and Adobe Lodge. Alcoholic beverages may not be removed from designated locations nor carried throughout the building.

Bicycles, Skateboards, Skates, and Scooters

Bicycles, skateboards, skates, and scooters may not be ridden through, left in public areas of, or chained (attached) to public rails and structures within the Center of Performing Arts facilities. Bicycles, skateboards, skates, and scooters may be walked through the facilities to be stored in personal office spaces or chained to designated outdoor spaces in front of the Music and Dance Facility. Please reference the Santa Clara University policy for bicycles, skateboards, skates and scooters, <http://www.scu.edu/benson/bmcpolicies.cfm>.

Candles

State of California law prohibits candles in building assembly areas to be carried. Candles are permitted in a stationary position and with the proper protection against wax dripping and flame, and for religious ceremonies. The Center of Performing Arts reserves the right to prohibit candle use. Please reference the Santa Clara University policy for candles, <http://www.scu.edu/benson/bmcpolicies.cfm>.

1. The Center of Performing Arts must be informed of and approve any candle use prior to usage.
2. University food service is permitted to use table candles in accordance with policy and without prior approval from the Center of Performing Arts.

Food and Beverage Policies

All food and beverage served or sold to patrons within the Center of Performing Arts complex must be catered by an authorized Santa Clara University food service provider or provided through the Center of Performing Arts concessions as follows:

1. There are two authorized food service providers for Santa Clara University: Bon Appetit (408) 551-1792 and Adobe Lodge (408) 554- 4059. Clients should contact caterers

directly to discuss catering needs, request catering estimates, and place catering orders.

The Center of Performing Arts is not responsible for purchasing or organizing food or beverages for events taking place at the Center of Performing Arts complex.

2. If the client wishes to serve a cultural food or beverage that the University's catering services are not able to prepare, the client must work with one of the University's catering services to locate an appropriate licensed caterer that will deliver the food to one of the University's catering services where it will be appropriately stored and served. All invoicing will be done through one of the University's catering services.
3. The Center of Performing Arts must be informed by the client that he/she has placed an order with either Bon Appetit or Adobe Lodge. Client should include any information regarding table needs at this time. Note, the Center of Performing Arts does not provide table linen.

Cultural Food Exceptions for Recognized Student Organizations

Student organizations and groups within the Multicultural Center are eligible to apply for a cultural food exemption. Student organizations and groups within the Multicultural Center traditionally receive one allowance per year. The groups that have been accommodated in the past are: Asian Pacific Student Association, Barkada, Vietnamese Student Association, Chinese Student Association, Ka Mana'o Hawaii, Intandesh, and Meche El Frente.

1. Student group must complete a *Request for Cultural Program Food Service Event* form and submit it to their student group advisor. The student group advisor must submit the form to the Dining Service Contract Committee for review.
2. Food handling workshops will be scheduled as needed.
3. A copy of the signed, approved *Request for Cultural Program Food Service Event* form must be given to the Center of Performing Arts.

\$50 Food Limit for Internal Meetings

University clients only (this does NOT apply to non-University clients) are permitted to provide minimal food and beverage for private/closed events.

1. \$50 limit applies only to SCU internal, private meetings which are not open or advertised to the general public.
2. No alcohol can be served or used.
3. All food and beverage must be purchased for this use. Home prepared food is not permitted.
4. Food and beverage cost must not exceed \$50.
5. Food cannot be resold by University client or provided for another group to resell.
6. Participants must clean up after themselves and not leave any trash or mess.
7. University Food Service will not lend or provide serving dishes, ice, utensils, or other items for the event.

Concession Sales

The Center of Performing Arts can, at its discretion, accept requests or choose to sell concessions at any event taking place at a Center of Performing Arts venue.

1. Requests for concession to be sold at an event should be made to the Center of Performing Arts at least 30 days prior to the reservation date.
2. The Center of Performing Arts is under no obligation to sell concessions for an event.
3. All concession food and beverages must be purchased by the Center of Performing Arts and sold by trained, Center of Performing Arts front-of-house staff.
4. Clients will not be charged for the service of providing concessions, and all proceeds from concession sales will go directly to the Center of Performing Arts.

Guests

University and Non-University clients are responsible for their guests and the actions of their guests. Please reference the Santa Clara University policy for guests, <http://www.scu.edu/benson/bmcpolicies.cfm>.

Loitering

If a person has no university related reason for being in the Center of Performing Arts facilities, he/she will be asked to leave. Please reference the Santa Clara University policy for loitering, <http://www.scu.edu/benson/bmcpolicies.cfm>.

Lost and Found

The Center of Performing Arts houses a short-term lost and found bin in the main Administrative Offices of the Mayer Theatre Building and the Music and Dance Facility. Please reference the Santa Clara University policy for lost and found, <http://www.scu.edu/benson/bmcpolicies.cfm>.

1. At the end of each quarter, Lost and Found items will be discarded or given to charity.
2. At the discretion of Center of Performing Arts staff, Lost and Found items may be transferred to Campus Safety Services.

Outdoor Amplification

Any outdoor amplification must be approved by the Santa Clara University Events Planning Office. Outdoor amplification permits are required, and can be obtained by contacting the Office of the Director of Benson Memorial Center. The Center of Performing Arts is not responsible for obtaining outdoor amplification permits for University or Non-University clients. Please reference the Santa Clara University policy for outdoor amplification, <http://www.scu.edu/benson/bmcpolicies.cfm>.

Piano Tuning

The Department of Music schedules regular tunings for all pianos housed in the Music and Dance Building. Clients who wish to schedule special tuning sessions for their events must make arrangements through the Center of Performing Arts.

1. Special tuning sessions are paid for by the client requesting the tuning service, and in accordance with the current rental fees sheet.
2. Requests for special tuning session must be made to the Center of Performing Arts no less than 3 weeks prior to the date of the reservation.

Piano Use

Pianos are made available to students, faculty, and staff through practice rooms, classrooms, and office studios in accordance with academic needs. Clients wishing to use pianos in the Recital Hall or Mayer Theatre can rent for a fee the piano(s) in conjunction with their reservation.

1. SCU undergraduate students currently enrolled in private music instruction through the Department of Music can gain access to pianos via practice rooms, which they are permitted to use during the quarter(s) in which they are enrolled in SCU private instruction.
2. Clients are permitted to rent for a fee a piano(s) in accordance with the current rental fees sheet, and in conjunction with a Recital Hall or Mayer Theatre rental.
3. Requests to rent a piano must be made to the Center of Performing Arts no less than 2 weeks prior to the reservation date.
4. All piano rental requests are subject to availability. The Center of Performing Arts does not permit its pianos to be moved outside of the building in which they are housed.
5. The client assumes all responsibility and liability for the rented piano.
6. The Center of Performing Arts reserves the right to refuse or discontinue the rental of its pianos.

Political Fundraisers

University facilities may not be used for the hosting of fund raising events for political candidates or proposed state initiatives. To do so could be construed as endorsement of a particular candidate and jeopardize the tax exempt status of the University. Other requests for the use of University facilities in conjunction with political campaigns will be reviewed consistent with the University's Speakers Policy.

Posting

Public bulletin boards are located on each floor of the Music and Dance Building, and the lower level of the Mayer Theatre. Groups are permitted to post flyers for their events on these public spaces, provided the flyer has been approved by the Managing Director of the Center of Performing Arts. Flyers are not permitted to be posted on any other interior or exterior location at the Center of Performing Arts facilities. Groups should remove flyers at the completion of the event. Please reference the Santa Clara University policy for posting, <http://www.scu.edu/benson/bmcpolicies.cfm>.

Rehearsal Equipment

Rehearsal items such as furniture, tables, music stands, and chairs can not be removed from the room in which it is housed without the permission of the Department Chair, Theatre Technician,

Technical Coordinator, or Managing Director. Non-University clients are not permitted to use rehearsal furniture.

Smoking

Smoking is prohibited at all times in all University facilities that house offices, work areas, classrooms, or residence rooms. Individuals who choose to smoke must maintain a distance of 25 feet from any building openings (doors, windows, air intakes). Smoking on stage is permissible within the scope of performance. Please reference the Santa Clara University policy for smoking, <http://www.scu.edu/benson/bmcpolicies.cfm>.

Solicitation

Solicitation is not permitted within or adjacent to the Center of Performing Arts facilities.

Videocassette/DVD Use

The University observes appropriate Federal Copyright law and all licensing agreements. University and Non-University clients are responsible for renting videocassettes/DVDs through appropriate licensed film distributors.

Weapons

Possession or use of firearms, explosives, dangerous chemicals, or other dangerous weapons or instruments on University-owned or controlled property is illegal. All weapon props must remain on the stage area. Please reference the Santa Clara University policy for weapons on, <http://www.scu.edu/benson/bmcpolicies.cfm>.

Policy Statements

Policy Statement and Policy-making Authority

All appropriate University policies and procedures, and federal, state, and local laws supersede Center of Performing Arts policies as required.

The creating and revising of CPA policies and procedures are the responsibility of the CPA Director working in consultation with Center of Performing Arts Executive Committee and the CPA staff. The CPA Executive Committee consists of the chairs of the Department of Theatre and Dance and the Department of Music, the CPA Managing Director and the CPA Director. All policies are subject to approval by the Dean, and, as needed, appropriate University offices and committees.