

# Foothill College Fine Arts Facility Rentals Policies and Procedures

## Process

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

1. The requesting group representative must contact the Facility Rentals Coordinator at [fhfacilityrentals@fhda.edu](mailto:fhfacilityrentals@fhda.edu) to ascertain an available date and time. The agreed upon date can be held for two weeks (14 days) pending submission of an application and receipt of deposit. ***Please note there is a four hour minimum for all theatre rentals.***
2. A facility tour is required for all new clients prior to submitting a rental application. Appointments to view the facility must be scheduled in advance with the Facility Rentals Coordinator, usually Thursdays and Fridays after 5pm and Saturdays and Sundays after 1pm, depending on rental schedule.
3. The requesting group representative will return a completed and signed application, plus a non-refundable deposit of \$500.00 (which is applied towards the final bill). No application will be accepted less than eight weeks prior to the desired date of use.
4. Reservations are not confirmed until the Facility Rentals Coordinator receives the signed contract and deposit from the applicant.
  - Non-profit rates are available for groups who have a valid 501(c)(3) and will not be charging admission fees.
  - A certificate of liability insurance (COLI) is required for all facility rentals.
    - The certificate must list the names, persons, or organization named on the facility rentals contract as insured under the policy and must list the Foothill-DeAnza Community College District as an additionally insured.
    - The coverage must be for a minimum of \$1,000,000.00 of liability per occurrence and \$2,000,000.00 in the aggregate.
    - The certificate of insurance must be received by the Facility Rentals 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 individuals 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 Theatre Manager no later than six weeks 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 one month prior to the event.
    - Any changes to the contracted starting time must be requested via email no less than one month prior to the event.
      - ***These changes can only be requested by the contract signer.***

- Change requests will be honored insofar as they are feasible; the final decision is at the discretion of the Theatre Manager
- 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 Theatre Manager at least one month in advance of the event. The Theatre Manager will work with the client to make any changes deemed necessary to this list.
- The Theatre Manager 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 Theatre Manager.
  - Theatre personnel work at a four-hour minimum.
  - Overtime will be charged at 1.5 times the base rate after eight hours and 2.0 times the base rate after 12 hours. If your event is scheduled for more than 8 hours, a crew overtime charge will be added to your rental cost.
- 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 Theatre Manager no less than two weeks in advance.
- Invoicing for the event takes place six weeks prior to the event, with the bill due in full (minus deposit) two weeks prior to the event date. Billing for events is done on the basis of actual time, beginning with the contracted starting time and ending at the time the facility is clear and restored to its original condition. If there are changes or additions to the production, the user (client) shall bear any additional expenses.

## **General Policies**

- The Fine Arts Facilities, including the Smithwick and Lohman Theatres, 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 of 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 in the past
  - Extreme disruption of activity or harassment of personnel can cause cancellation of the rental 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 the Lohman Theatre is 140, and the capacity of Appreciation Hall is 168. Contact the Facility Rentals 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 and campus personnel reserve the right to remove 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 facilities.
- Smoking is only allowed 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 applied.

### **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 interior or exterior walls of the theatres, 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.
- Any decorations put up must be removed by the client prior to vacating the facility.

### **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 \$296.00 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 \$74/hour if the event takes longer than four hours to clean.

## **Food and Beverages**

- 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 Facility Rentals Coordinator a minimum of two weeks prior to the event.
- Open flame is not permitted on campus. No food may be prepared on campus.
- No food or beverages other than bottled water are allowed in the facilities.
  - Performers and crew may bring food for personal consumption backstage, if 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 without a permit which must be requested, approved, and processed a minimum of 6 weeks prior to the event.

## **Equipment Use**

- All theatre equipment is to be operated by Foothill theatre crew only.
- 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 technical 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 kept for two weeks by the Theatre Manager (650) 949-7011, and then turned into Campus Police (650) 949-7313.

***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.***