

- 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 0 (e)4-2 (m)-2 (d)-8 (0.002 T

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- 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.

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- 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.

