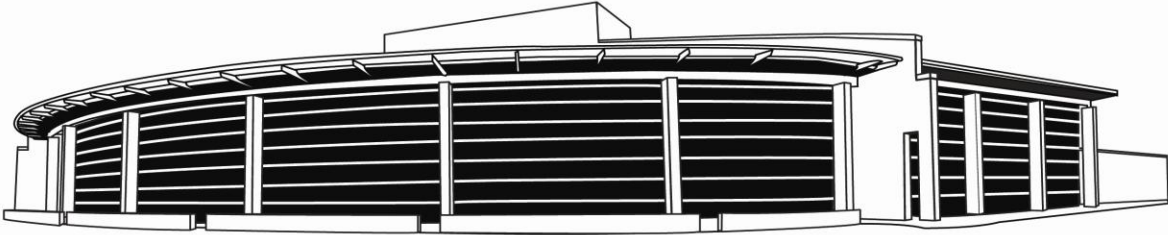


WAYNE COUNTY COMMUNITY COLLEGE DISTRICT

HEINZ C. PRECHTER
EDUCATIONAL AND *Performing Arts Center*

Policies and Procedures Handbook





WAYNE COUNTY COMMUNITY COLLEGE DISTRICT

HEINZ C. PRECHTER
EDUCATIONAL AND

Performing Arts Center

Note: The District reserves the right to amend any part of this handbook at any time without notice.

Handbook Of Policies and Procedures Rev. 8-1-13

Introduction

Welcome to the Wayne County Community College District (WCCCD or District) Heinz C. Prechter Educational and Performing Arts Center (EPAC or Center). The District, in its capacity as an educational institution encourages the use of this facility by community groups and cultural organizations. The EPAC and all of its services are available for a variety of presentations, meetings, conventions, concerts and theatre productions. The District encourages potential users to visit the facility and familiarize themselves with the Center, staff and services.

This handbook is designed to introduce potential users to the Center and to explain the policies and procedures regarding its use. Specific policies outlined by the Board of Trustees and the General Administrative Regulations are described on page 4. If you have any questions regarding the specific Board policy on the procedures outlined in this handbook, please refer to these pages.

We hope this handbook will answer any questions you may have. If, however, you have further questions, please feel free to contact the WCCCD EPAC office at 734-374-3232.

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General Information

Heinz C. Prechter Educational and Performing Arts Center
Wayne County Community College District
Downriver Campus
21000 Northline Road
Taylor, MI 48180

Time Zone – Eastern Standard Time

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Box Office: 734-374-3200

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General Policy of the WCCCD Board of Trustees Community Service and use of District Facilities

2.1.3 Lease of District Facilities

In those circumstances where the District does not require the use of all, or part of, any building or facility for direct use in District operations, it shall be the policy of the Board of Trustees to make such space available for lease.

- A. All leases of facilities should further the District's purposes in academics and community services.
- B. The District is to receive reasonable value in exchange for use of its facilities
(Apprvd: 12/18/84; Revised 12/2/92)

General Administrative Regulations Community Service and Use of District Facilities

Because of its commitments to life-long learning, to community education and community service, Wayne County Community College District allows and encourages the use of its facilities by community groups and organizations. The following guidelines and procedures govern the use of the District's facilities.

GUIDELINES:

1. The educational programs and activities provided for the District's students will have first priority in the scheduling of the District's facilities.
2. The facilities will be available to community groups and organizations on a scheduled basis. All uses must be scheduled with the proper administrators and must appear on the District's master calendar detailing the use of District space.
3. If District facilities are made available, a rental fee will be charged to cover the entire cost of the facility use.
4. Use of the District's various buildings and/or facilities must be arranged for and scheduled with the following administrators:
5. Education and Performing Arts Center – All reservations must be processed through the EPAC Office.
6. Use of the District's facilities shall be denied to any community group, organization, or agency that violates or does not agree to abide by Board policy, administrative procedures and regulations for the use of the facilities.

EPAC Facilities Scheduling Priorities

District related events will be given first priority in the reservation process for the WCCCD EPAC. Any other group will be given priority determined on an individual basis, as time and space allow.

The District reserves the right, at its sole discretion, to withhold dates for booking for any reason whatsoever.

EPAC bookings may not interfere with the normal activities of the college or prevent the peaceful enjoyment of the campus by its students, faculty and staff.

Facilities are, at all times, a multiuse complex, including use for classes. No exclusive use of hallways, restrooms or classroom space should be assumed or permitted.

Reserving the EPAC

1. All users (both District and others) must make a request for reservation in writing, using the official EPAC Building Usage Request Form, available at www.wcccd.edu.
2. EPAC Building Usage Request Forms must be returned to the EPAC office no later than two (2) weeks after your initial contact. Requests for which no application has been received within two weeks of the initial contact will be released. Requests are handled on a first-come-first-served basis. When your request is received, it will be checked against a master calendar of events to determine availability and feasibility given the current schedule and technical needs of the event. If a request is not feasible in the time requested, the user will be notified.
3. Please request all times needed for rehearsal, set-up/strike and receptions on the EPAC Building Usage Request Form. Set-up/strike time should be discussed and arranged with the Theatre Operations Dean.
4. Based upon the technical requirements, fees will be estimated. An estimate of fees will be sent to the potential user. When general terms are accepted and the District approves the facility use, a License Agreement will be issued. Space is not officially reserved and the user should not consider the space reserved until the License Agreement is countersigned and all required deposits and payments have been made.
5. The user will not make public any notice of event prior to meeting License Agreement requirements including scheduled deposits or other payments.
6. If, upon receipt of the Center's License Agreement the dates, times or locations reserved do not match those requested, contact the EPAC office immediately.
7. Potential users are encouraged to make requests as early as possible.
8. If it becomes necessary to cancel or postpone an event, please contact the EPAC office as soon as possible to allow the Center the opportunity to schedule use by another entity. Deposits are non-refundable.
9. Under no circumstances will user be allowed or able to sublease the EPAC.
10. The District may cancel any License Agreement for misrepresentation and/or violation of WCCCD policies or breach of any provision of this contract.
11. The use of the EPAC may be cancelled due to inclement weather subject to the policies of the District.

Reservation Checklist:

- Initial Contact with EPAC Office as early as possible– user requests Building Usage Request Form.
- Within two (2) weeks of initial contact: EPAC Building Usage Request Form completed by potential user and received by EPAC office.
- Within three (3) weeks of receipt of EPAC Building Usage Request Form: EPAC office to determine feasibility of and space availability for user's application. Cost estimate is issued at this time.
- When general terms of EPAC facility use are agreed upon, a License Agreement will be offered to the user. This License Agreement must be returned with any deposit as required in the contract.
- User may not publicize event without a signed contract in force.
- Thirty days before facility use, a copy of the proof of liability insurance as defined in the license agreement shall be given to the EPAC Office.
- Payments as required shall be received by the EPAC office prior to occupancy. All payments shall be in the form of certified check or money order payable to: Wayne County Community College District.

A note regarding the event/venue cycle

The theatre space will go through several steps along the path to creating your show.

- Pre-set:

This is the time spent preparing the space for your specific needs and may include hanging and circuiting lights, hanging drops, setting audio, etc. This work is completed before talent arrives at the venue.

- Rehearsal:

If requested, this is time spent with the talent and technical crew outside of performance calls.

- Daily tasks:

Our staff arrives early to inspect the venue, turn on lights, sweep, pre-set and perform paperwork.

- Performance:

The schedule for the performance is flexible, but generally includes a 2-hour pre-show call for technical staff, an estimated 3 hours for the show and approx. 1-hour of post show lockup, etc. A typical show is a six hour call.

- Strike:

After the final performance, all of the presenter's materials including scenery, lighting, audio, wardrobe etc. must be removed.

- Restore:

The theatre is restored to its "House" condition.

Your event begins with the pre-set and is not complete until the restore is finished.

BASIC PERSONNEL REQUIREMENTS

Supervision

Use of District facilities shall be under the supervision of an authorized representative of the District who will open the facilities during the times reserved and upon presentation of the User's copy of its License Agreement.

There shall always be a District-authorized employee on duty when District facilities are being used by outside groups. The District, in its sole discretion, shall determine if more than one (1) employee is required. It shall be the duty of this employee(s) to see that these policies, procedures, rules, regulations and applicable laws are enforced and to report any violations or attempted violations to the District administration. However, failure of this employee to observe and/or report violations does not exempt USER from its obligations described herein. Whenever the District believes that these policies, procedures, rules, regulations and applicable laws have been violated, it may revoke such permit or permits that have been granted to the User and may refuse to grant additional permits.

Note: User shall offer no gratuities to District personnel nor shall District personnel accept gratuities from User.

Required Staff/Crew

The District, in its sole discretion, shall determine the number and type of paid staff required to implement the User's event in a safe and friendly environment. The determination of staffing required is based on the type of event, its technical and Front of House requirements, security, custodial and engineering needs. Categories of staff/crew that may be required to support an event in the EPAC include, but are not limited to: Theatre Manager, House Manager, Technical Director Master Electrician, Master Audio Engineer, Stage Manager, Backstage Supervisor, Master Flyman, Spotlight Operators, Stage Crew, Loaders, Security Officers, Building Engineers and Custodial Staff.

Fees to be paid by User for all staff are listed on the Fee Sheets. The estimated number and type of paid staff/crew required by the District will be detailed in User's Estimate of Fees.

Front of House Staff

The District will provide ushers and ticket takers for the Event, and User shall pay the fees pursuant to the Fee Schedule attached to the Rental Agreement. These individuals have been trained in the following areas:

- A. basic Front of House procedures for all productions at the Center;
- B. seating audience members in the most efficient manner possible;
- C. knowledge of the evacuation routes in case of emergency.

Users may utilize volunteers as Greeters who regularly usher for User's productions in other venues only upon the written consent of WCCCD. Any User volunteers approved by WCCCD, must attend a regular usher training session and sign appropriate waivers and be required to adhere to the dress code.

Liability Policy

The User assumes responsibility for any damage to District facilities or equipment resulting from the event or activity described in the relevant contract. All users must maintain and provide written proof of insurance as described in the License Agreement.

All groups and individuals requesting use of a District facility must identify an adult as the contact person for the group who will represent the group to Wayne County Community College District in relation to the use of the facility. All children must be under the supervision of a responsible adult at all times. Those using the District facilities shall assume full responsibility for any injuries, damages or loss arising from their use of the facilities, except normal wear and tear, and shall indemnify and hold harmless the District against all claims arising out of the use of the facilities. The District is not responsible for and provides no insurance to cover User, its employees, agents, volunteers or invitees for any costs associated with illness, injury or death resulting from User's use of these facilities.

All maximum occupancy designations for WCCCD Education and Performing Arts Center rooms will be strictly enforced.

It is understood that license granted by the District for use of its facilities does not indicate recognition or endorsement, either expressed or implied, of the goals and objectives of the sponsoring organization to which license is given.

The use of District facilities for any activity is subject to all state and local regulations concerning health, safety and public order, which are applicable to the use and occupancy of public buildings which regulations shall be observed.

The user is responsible for procurement of all applicable licenses and permits when necessary.

Food, Beverage, Smoking and Controlled Substance Policy

No food or beverage is permitted in the Theatre, studio space or other working areas. The District does not offer food service. The EPAC does not have kitchen facilities or refrigeration. Please consult with the Theater Operations Dean for catering options.

State law forbids smoking on District property except in designated areas. Smoking is not permitted anywhere in the EPAC.

EPAC Usage Fees

	<u>Standard Rates</u>	<u>Non-Profit Rates</u>
<u>Theatre</u>		
<i>Includes Stage, auditorium, backstage & lobbies.</i>		
Performance (up to 6 hours)	\$700	\$500
2 nd Performance on same day	\$400	\$250
Additional Time	\$100/hr.	\$75/hr.
Rehearsal (up to 6 hours)	\$700	\$350
Technical Rehearsal (up to 6 hours)	\$800	\$400
Additional Rehearsal Time	\$100/hr.	\$75/hr.
<u>Studio</u>		
1 st 4 hours	\$500	\$400
Next 4 hours	\$100/hr.	\$75/hr.
Additional Time	\$75/hr.	\$50/hr.
<u>Classrooms</u>		
2 Hour Minimum	\$100/hr.	\$75/hr.
<u>Equipment Rental</u>		
Wireless mics	\$100/ea.	\$100/ea.
General lighting	included	included
Playback	included	included
Sound board	included (our crew required)	
Orchestra Pit Filler	\$500/move – audience level is default position	
StageRight Decks	\$75/ea.	
<u>Personnel</u>		
WCCCD Staff supervisor	included	
Technical Director	\$40/hr.	\$40/hr
House Manager	\$22/hr.	\$20.70/hr
Ushers	\$20/hr.	\$11.04/hr
Crew	\$20/hr.	\$17.28/hr
Flyman	\$30/hr.	\$21.60/hr
Master Electrician	\$35/hr.	\$21.60/hr
Audio tech	\$30/hr.	\$21.60/hr
Rigger	\$30/hr.	\$21.60/hr
Security Personnel (per officer)	\$25/hr.	\$18/hr
Housekeeping fee	\$200/day	\$200/day
Add Administrative Fee	25%	15%
<u>Box Office</u>		
Events selling tickets must use our ticketing system. Please refer to Box Office Policy on pg. 12		
The following fees apply:		
Event set-up	\$60	
Event staff	To be determined as needed.	
Patrons will be charged up to a \$2.00 per ticket fee. Other patron fees may apply.		

Usage Fees subject to change.

Front of House Policies and Procedures

1. All Front-of House procedures are under the supervision of the Theater Operations Dean or designated personnel.
2. All front-of-house personnel should be aware of house security and help with the overall security of the Center. Report any questionable situations to the Theatre Operations Dean or designee immediately.
3. In instances involving copyrighted material and for the safety of performers, cameras, video and audio recording equipment are not permitted. Recording restrictions should be listed in the program. Users take upon themselves the legal responsibility of informing their audience whether or not recording of any kind is prohibited (in most instances involving copyrighted material, it is) or making arrangements with publishers, etc. for the right to record such events.
4. Unless otherwise noted, audience seating will begin approximately one-half hour prior to the scheduled curtain time. EPAC encourages any doctors or other medical professionals who will be attending to register their seat number with the house manager.
5. All maximum occupancy designations for WCCCD EPAC rooms will be strictly enforced.
6. There is no standing room in the performance hall. For safety, all patrons must occupy a seat. Patrons are not permitted to sit on steps or floor in the Theatre to view a production or concert. The addition of chairs to the venue is prohibited. Children over the age of two must have seats. Children are not allowed to play in the theatre or other facility space.
7. Nothing shall be sold, displayed or given away without the prior, express, written permission of the Theater Operations Dean. Merchandise sales are by prior arrangement only. Standard commission is 20% if user provides seller, 30% if EPAC provides seller. User is responsible for collection, reporting and payment of all applicable taxes.
8. No unauthorized method of obtaining funds, including any form of gambling is permitted in District buildings or on grounds.
9. All front-of-house staff and volunteers are responsible for learning the emergency procedures and being able to implement them if the need should arise. All users will follow safety instructions given by the technical staff.
10. No property, signs or decorations are allowed on the building exterior, sidewalks, drives, grounds, etc.

Box Office Policies

The User must use the EPAC ticketing system and Box Office to handle ticket sales. A consultation with the Theatre Operations Dean is required to set up all related elements. The Presenter will not advertise that tickets are on sale until the rental contract has been fully executed and all required deposits paid.

The Box Office will set up your event in our ticketing system and print tickets at a cost to the presenter of \$60.00 per performance.

The EPAC charges the paying customer the following fees:

Internet Sales : TBD

Counter Sales : TBD

The User is responsible for the 6% Michigan Sales Tax.

The Center will collect all funds from gross ticket sales and following the last performance a final calculation of all proceeds will be given to the presenter for final settlement. Outstanding fees may be deducted from this final settlement.

Seating is limited to 812. All patrons must have a valid ticket. The Main floor has 570 fixed seats and 8 barrier-free wheelchair locations. The balcony has 230 fixed seats and 4 wheelchair locations. The Americans with Disabilities Act requires 3 companion seats to be held for sale with each barrier-free ticket offered for sale.

Point of Sale

Tickets may be purchased at the following outlets:

Online: <http://www.wcccd.edu/EPAC/site/index.html>

EPAC Box Office: during box office hours

By phone during box office hours: 734-374-3200

Accessibility

The EPAC is designed to be in compliance with the Americans with Disabilities Act. The EPAC staff strives to fulfill any and all requirements of the ADA in order that patrons may enjoy their visit to the Center. The Center staff is readily available to those requiring assistance.

The public areas of the EPAC, including a variety of seating locations on the main floor and balcony are wheelchair accessible. The stage, backstage, dressing rooms and classrooms are wheelchair accessible.

The theatre allows space for up to twelve wheelchairs.

Assistive Listening Devices are available at the box office.

Safety

Please review the SAFETY FIRST: WCCCD Emergency Preparedness flyer on page 16.

The User, at all times during the use and occupancy of the EPAC, shall thoroughly comply with all policies, procedures, rules, regulations and applicable laws affecting the use and occupancy thereof, including all state and local fire, health and safety laws, ordinances and regulations.

The District reserves the right to determine security needs for each event. Injuries to event participants shall be immediately reported to the Theatre Operations Dean.

District officials will, at all times, have full authority to enforce proper and safe conduct of all persons and activities on District property. The District reserves the right to require police protection, at User's expense, for all activities held on District property when it deems such protection necessary.

Facility Capacity

At no time shall there be more persons admitted to any room or facility than the legal capacity will accommodate.

Fire Regulations

Flammable decorations, including stage scenery and special effects, shall be fire resistant or flame proofed in accordance with the requirements of the State Health and Safety Codes, County Fire Regulations and City Fire Regulations. No device, which produces flame, sparks, smoke, or explosions, shall be used in any District facility. The use of any material or device, which constitutes a fire hazard, is expressly prohibited. User must provide a valid Flame Certification for all set/decor elements to the Theatre Operations Dean ten (10) days prior to load in of set elements into the theatre.

Erection of Structures

No structures may be erected or assembled on District premises nor may any electrical, mechanical or other equipment be brought thereon without prior written approval of the District. Requests for approval should be submitted to the Theatre Operations Dean.

Fire Arms/Weapons

No fire arms or weapons, real or fake, may be brought onto the campus without the written permission of WCCCD. Permission must be sought for these items at the time of Application for use. Questions regarding this should be directed to the Theatre Operations Dean.

Use of Animals in the Performance

No live animals may be brought onto campus without the written permission of WCCCD. Permission must be sought for animals on campus at the time of Application for use. Questions regarding this should be directed to the Theatre Operations Dean. Service animals, such as dogs assisting the visually impaired, are permitted.

In the event of an emergency, the District staff is trained to assist patrons and other users. The District asks that you do familiarize yourself with the following procedures:

1. Declaring an emergency and the implementation of all safety procedures is the exclusive responsibility of the EPAC Theater Operations Dean or designated District personnel.
2. In the event of an emergency the Theatre Operations Dean or designated District personnel may interrupt a performance or rehearsal to deliver emergency information and implement evacuation procedures.
3. In the event of a life-threatening injury or illness, call 911, then notify Campus Safety. In the event of personal injury or illness not deemed life-threatening, contact Campus Safety.

Emergency Contacts:

WCCCD Campus Safety:
734-374-3218

Taylor Police Department
23515 Goddard Rd.
Taylor, MI 48180
Main: 734-287-6611
Emergency: 911

Taylor Fire Department
23345 Goddard Rd.
Taylor, MI 48180
Main: 734-374-1355
Emergency: 911

For Utility Shut Off: Notify Theater Operations Dean



WCCCD CAMPUS EMERGENCY PROCEDURES



BUILDING EVACUATION

- In the event of a building alarm or notification via the public address system or face-to-face, evacuate the building using the nearest exit (or alternate if nearest exit is blocked).
- Take all personal items with you, close the door, leave the light on, and faculty will take their attendance sheet.
- Do not use elevators!
- Secure any hazardous materials or equipment before leaving.
- Proceed to your designated gathering area.
- If it is safe for you to assist persons with disabilities or special needs, do so. If you are unable to assist, notify emergency responders of the location and number of disabled or special needs persons located in your area.
- Wait to be contacted. Do not return to the building or move to another side of the building unless told to do so by emergency personnel. Do not leave unless told to by WCCCD personnel or District Police Authority.

SEVERE WEATHER

- Upon notification to "take cover" proceed to the severe weather gathering areas within your facility.
- If none are available, move to an interior room or hallway on the lowest floor and get beside, not under a sturdy piece of furniture. Stay away from windows. DO NOT open windows.
- Any fire doors in hallways should be closed.
- Remain in the safe area until all danger has passed.
- If the facility is damaged, evacuate after the storm passes and stay clear of the damaged area. Be aware of fallen debris, downed power lines and gas leaks.
- Follow directives of Emergency Personnel/WCCCD District Police Authority.
- Do not leave the campus until authorized by WCCCD District Police Authority.

FIRE

- Activate the nearest fire alarm pull station and call 911 or WCCCD District Police Authority from any phone.
- Evacuate the building per the Building Evacuation plan.

BOMB THREAT

- If instructed, to evacuate the building per the Building Evacuation plan.
- Do not use cell phones or radios within 300 feet of the area suspected of containing explosive device.
- Do not enter a building or leave the campus until authorized by WCCCD District Police Authority.

ARMED PERSON ON CAMPUS

- Report any person on campus that is carrying a weapon to WCCCD District Police Authority.
- Do not approach the individual with the weapon.
- Seek sanctuary by proceeding to a room that can be locked; close and lock all windows and doors and turn off all lights OR exit the building if safe to do so. If doors cannot be locked, barricade the door with desks, chairs or office furniture.
- Get down on the floor and ensure that no one is visible from outside the room. Call 911 or WCCCD District Police Authority from any phone and advise the dispatcher of the events, inform him/her of your location, and remain in place until the police give the "all clear."
- If an active shooter enters your office or classroom, try to remain calm. Call 911 or WCCCD District Police Authority from any phone. If possible, alert police of the shooter's location and if you can't speak, leave the line open so the dispatcher can listen to what's taking place.
- If the shooter leaves the area, proceed immediately to a safer place and do not touch anything that was in the vicinity of the shooter.

POWER OUTAGE

- Remain calm; the power will most likely come back on within a few minutes.
- If not, move cautiously to a lighted area. Exits may be indicated by lighted signs.
- Turn off and unplug computers and other voltage sensitive equipment.
- Do not leave the campus until authorized by WCCCD District Police Authority.
- For information about a prolonged outage, check WCCCD website at www.wcccd.edu or the local media. Register for EAS through WebGate

SUSPICIOUS PERSON

- Report any suspicious person/s on campus to WCCCD District Police Authority; provide as much information as possible about the person and their direction of travel.
- Do not physically confront the person.
- Do not let anyone into a locked building/office.
- If the individual is inside, do not block the person's access to an exit.
- Call WCCCD District Police Authority.

SUSPICIOUS PACKET

- Do not touch or disturb object.
- Report any suspicious package(s) on campus to WCCCD District Police Authority; provide as much information as the location and description of package.
- Notify your supervisor, faculty or staff member immediately.
- Be prepared to evacuate per the Building Evacuation plan.

CAMPUS CLOSURE

- Notification of closure of any or all District facilities will be made via the Emergency Alert System. Register online at wcccd.edu
- In addition, tune to a local radio or TV station for closure information and/or call the 24 hour info line at (313) 496-2600 for status of closures.

REMAIN CALM AND PROVIDE ASSISTANCE TO OTHERS, IF NECESSARY.

To Report a Campus Emergency: DIAL 911 from any phone OR dial (734) 374-3218 to directly access the WCCCD DISTRICT POLICE AUTHORITY.

Stage Policies and Procedures

1. No tape or thumbtacks or other adhesives are to be used on the walls or other surfaces anywhere within the EPAC. Gaff, spike and glow tape may be used on the stage floor.
2. Nothing is to be pinned or affixed to the draperies in any way in the EPAC.
3. The Theater Operations Dean will supervise all technical operations for the EPAC. The Theater Operations Dean should be notified of any activity scheduled in the EPAC.
4. All technical staff is under the supervision of the Theater Operations Dean for any use of the EPAC.
5. No unauthorized or unaccompanied persons are allowed onstage, backstage, fly gallery, dimmer room, coves, catwalks, or booths.
6. No props, costumes or makeup or other item will be taken or used without permission.
7. No EPAC equipment will be taken out of the building without written permission of the Theatre Operations Dean. Such equipment includes music stands, tables, chairs, stand lights, platforms, and risers as well as any stage equipment.
8. Any group using the EPAC is responsible for returning the area to "house condition" (i.e. the condition it was in originally) following its use, unless previous arrangements have been made. This includes the greenroom, the dressing rooms, classrooms, restrooms, the stage itself, lighting plot and the loading areas.
9. No one will be allowed to operate or use stage equipment without the knowledge and permission of the Theater Operations Dean. A technical staff is available to assist with the requirements of performances.
10. All technicians and volunteers are responsible for learning the emergency procedures and being able to implement them should the need arise. All users will follow safety instructions given by the technical staff.
11. There will be no food, drinks or smoking allowed in the booths, on stage or in the loading areas at any time.
12. No scenic construction may take place inside the Theatre or onstage or in the Studio. Scenery must be constructed elsewhere before assembly in the performing space. This is to prevent the contamination of draperies and lighting or sound equipment due to dust and floating debris produced during construction. The use of power saws, handsaws, drills, sanders or any other tool which would produce sawdust, is not permitted in the EPAC.
13. Spray painting is not permitted inside the EPAC. Touch-up painting with water-based paint is permitted, with brushes and rollers only: no air guns or other painting techniques which produce overspray or splattering of paint are to be used anywhere in the EPAC.
14. Props or set pieces or set decorations which may present a substantial fire hazard are not permitted in the EPAC. All scenic elements must be properly and thoroughly

flame-proofed beforehand. This includes dried plants, papers or fabrics in large concentrations and/or "piles." Flats must be properly flame-proofed according to standard fire codes. The use of loose sand, dirt, grass, rocks, wood chips or other such material, even for a set design is prohibited in the EPAC. BEFORE YOU LOAD IN YOU MUST PROVIDE A VALID CERTIFICATE OF FLAMEPROOFING FOR ANY AND ALL SCENERY, DROPS, BANNERS AND DRAPERIES. NO UNFLAMEPROOFED MATERIALS WILL BE ALLOWED INSIDE THE EPAC.

15. No one under the age of 18 may operate any hazardous tools (circular, skill or jigsaws, power sanders, routers, etc.) on the premises. This includes personal power tools.

16. Proper clothing and appropriate Personal Protective Equipment (protective eyewear, earplugs, kneepads, gloves, etc.) are to be worn at any time assembly of scenery or use of tools is taking place. Long pants, enclosed shoes (no open toes) and shirts qualify as proper clothing. Jewelry should be kept to a minimum. Jewelry and hair should be worn in a manner that would avoid potential safety hazards. Fall protection harness shall be worn as required.

17. Because of the potential hazard, and in keeping with fire laws and risk of damage nothing but the existing rigging may be hung on the Theatre grid.

18. All maximum occupancy designations for EPAC rooms will be strictly enforced.

19. Storage space is extremely limited and only available during your contracted time in the space. Please discuss your storage needs well in advance of your arrival. Please note that extra costs may be incurred for the storage of any materials related to your event outside of your contracted time.

20. For aesthetic reasons, as well as fire codes, users of the EPAC may not leave debris, set pieces or other equipment outside the building and doors. The District is not able to dispose of large set pieces, props, furniture, costumes or other items related to your event. Anything brought with you must be taken with you when loading out. Abandoned property may be removed by WCCCD at User's expense.

21. If at any time during the mounting of a production the Theater Operations Dean determines that safety is being jeopardized or safety rules are not being followed, operations may be suspended until such time as the violations are rectified.

22. Indoor Pyrotechnics, Smoke, Haze, Fog and other special effects shall only be allowed with prior permission from the EPAC. Fire effects of any kind, including the smoking of a cigarette onstage must have special permission granted by EPAC, WCCCD and the Fire Department of the City of Taylor.

23. Helium balloons are not permitted in the theatre. The use of glitter, confetti, sparkle spray, glitter hair and body sprays, hay or straw, fake snow and any other confetti or glitter-like substance is prohibited in the EPAC.

24. No doors may be propped open.

OTHER POLICIES, PROCEDURES, RULES & REGULATIONS

Rent During Advance Pre-Set (Prior To User Arrival)

In order to maintain an effective calendar for the EPAC and to set up User events in the most timely and cost efficient manner possible for the User, event set up/strike or other technical work may be done on a schedule set by the Theatre Operations Dean that is other than the times requested by the User. User will be notified of event set up times that may occur outside of regular rental hours and have the opportunity to be present during these periods. User will be charged rental and labor charges for these time periods. Set up/strike or other work completed at alternate time periods will only be done if it would result in the same charges or a savings of charges to the User.

User Staff Required To Be Present During All Rental Periods

To facilitate arrival and departure of User's participants, a representative designated in writing from the User's organization must be present in the EPAC during all periods of rental when User's performers, technical staff or other support staff or volunteers are in the building. The representative must have the ability to authorize decisions regarding early arrival, late departure and all other items that may have a financial impact on the engagement for the User.

Inspection for Damage to District Property

Prior to, and immediately following the event, an authorized representative from both the District and the User shall conduct a visual inspection of the area(s) used to determine existing conditions and to note any damage, unusual "wear and tear," or situations requiring extra labor on the part of the District staff directly attributable to the User. If the premises and/or equipment are found damaged, abused or dirty after use, the User shall be financially responsible for clean-up and rectifying such damage and/or abuse and returning premises and/or equipment to the condition it was at the time it was delivered to User. An additional charge for cleaning and/or repair will be billed to User. Cleaning and/or repair will be coordinated with other facility use and may result in additional surcharges if required on off-hours, weekends or holidays.

District property must be protected from damage and mistreatment, and ordinary precautions of cleanliness shall be maintained. At the end of the event, User shall be responsible for returning to its proper place any furniture or equipment which has been moved.

Any removal of District fixtures or personalty or other damage to the District property including, but not limited to, unbolting, unscrewing, defacing, painting or other damaging of District facilities is strictly prohibited and may subject User to a fine, repair charges, and/or termination of use or occupancy of District property.

In the event of damage to property or equipment, the User shall notify the District representative immediately.

Religious and Political Use - When the use of facilities is granted to User for the purpose of instruction or display in the ideas or beliefs of the User group, it will be the responsibility of the User to notify in writing all of those who attend the meetings held in District facilities, and to announce at the beginning of each meeting that the ideas and information disseminated do not have the endorsement or approval and are in no way associated with the District. If use of the facility is limited to one time, proper notification

will consist of a written statement by the User on forms approved by the District and given to each person in attendance. If use of the facility occurs two or more times, proper notification will have the additional requirement of User sending a letter to the home address of the parents of all minor students who attend the event.

Aircraft - Aircraft-related activities are prohibited. This includes manned or unmanned, powered or non-powered aircraft of any type including helicopters, ultra-lights, hang gliders, hot air balloons, parachuting, etc.

Copyrights –The User is responsible for arranging and paying for all rights and copyrights necessary and for all costs arising from the use of any material covered by copyright, patent, trademark, or franchise. User agrees to indemnify, defend and hold harmless the WCCCD and its trustees, agents, representatives, employees, officers, successors and assigns from any claims or costs, including legal fees and costs of litigation, which might arise from questionable use of any such material. The District reserves the right to require verification.

Miscellaneous

The District may require to be furnished, reasonably in advance, with a complete program, with copies of all talks, addresses and script of any entertainment proposed to be given on District property. If such copy reasonably demonstrates that the program will be in violation of the law or of these rules or be deemed inappropriate use of the District campus, the proposed use shall not be permitted.

User shall assume responsibility for any affiliate person, persons, group of persons and/or activity occurring on District property during, and in conjunction with, any event included in this User's engagement.

District shall assume no responsibility for mail and shall not permit use of District telephone for long distance calls by User.

No existing signage shall be covered or defaced in any way.