



## FACILITIES USER GUIDELINES

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### GENERAL GUIDELINES FOR ALL OF THE ROOMS AT THE CENTER

#### ***Applications***

Facility Use Applications must be received at least thirty (30) days prior to the event date, but no more than one year in advance. All facility applications are subject to review and approval. Cancellations must be made at least 14 days in advance of the event date and are subject to a cancellation fee. Cancellations after 14 days in advance of the event date are non-refundable. Failure to clean and vacate the facility by the time designated on the application may result in additional charges and/or forfeiture of the security/cleaning deposit. Your reservation is not secured until the Center has received your security/cleaning deposit and a signed contract.

#### ***Personal Responsibility and Liability***

Facilities must be used for the purpose stated on the application. The applicant assumes all responsibility for the conduct of the group using the facility and shall be held liable for any damages that occur during the period of use. Any event that violates the conditions of the application, violates any provision of the law, causes a disturbance of public peace, threatens public safety, is considered unreasonably dangerous, or endangers public or private property is subject to closure. If any part of the facilities or its contents are damaged during usage, the Center will perform “due diligence” investigations to determine if the damage was caused by the user’s staff, participants, or patrons. If it is found that the damage was caused by the user’s staff, participants or patrons, the user will repair the damage or reimburse the Center for the cost of repairing the damage.

#### ***Permits***

Permits are required for the following:

- ***Special Event Permit***—Required when alcoholic beverages are sold/served to the public (Grass Valley Police Department)
- ***Liquor License***—Required when you sell concessions or other commodities. You are responsible for paying all sales taxes (State Board of Equalization)
- ***Business License***—May be required when a commodity is sold to the public (Grass Valley Finance Department)
- ***Sound permit***—Required when sound equipment is used outdoors in the parking lot (Grass Valley Parks and Recreation Division)

## ***Insurance Requirements***

A Certificate of Insurance in the amount of \$1million for bodily injury and property damage may be required (check with the Center staff). Facility use will be revoked if satisfactory proof of insurance is not provided at least seven (7) days prior to the event. The certificate must include the facility name and date of your event and list the Center as “additionally insured.”

## ***Pre/Post Inspections***

The applicant or authorized representative must meet with the Center staff before the scheduled usage time in order to obtain keys and review checkout procedures. A copy of the Facility Use Application will be needed at this time.

## ***Keys***

If you require a key to either the outside doors or to any room in the Center, arrangements must be made with the Facilities Manager by calling 274-8384, ext. 15. Any keys issued will require a refundable deposit of \$50 made payable to the Center for the Arts. When the keys are returned, your check will either be destroyed or returned to you.

## ***Furniture***

Tables, chairs, white boards and other furnishings may be arranged for either by including these items on your application or by calling the Facilities Manager at 274-8384, ext. 15. In most cases, your furniture set up can be done in advance by the Center staff. Tables and chairs are stored in stacks of ten inside the main auditorium in the space between the audience seating area and the wall adjacent to the double doors leading to the Gallery. Please do not remove tables or chairs from any of the other rooms. If you need to do so, please obtain the permission of the Center staff, and return them to their proper location once your event has finished.

## ***Audio-Visual Equipment***

The Center can provide basic audio-visual equipment, such as a VCR, monitor, microphones, speakers, extension cords and an audio mixer, by indicating these items on the application. Unless you are in the main auditorium, you would have to provide your own video projector.

## ***Smoking***

Smoking is not allowed anywhere inside the building, and smoking outside the building is restricted by California law to a minimum of 25 feet from any door or window.

## ***Ventilation***

Thermostats are generally set to 72 degrees; however, if the circumstances of your event require a warmer or cooler setting and the thermostat in your area is in a locked case, please advise the Facilities Manager at 274-8384, ext. 15. If the thermostat is accessible, just enter the desired temperature and press the ‘Hold Temp’ button, and the new temperature will be maintained for three hours.

## ***Staffing***

The Center for the Arts reserves the right to require users to provide a house manager, security guard, sound technician, and/or lighting technician. User-appointed personnel for these positions must be pre-approved by The Center for the Arts, and any cost associated with this is the user’s

responsibility. If your event requires additional staffing that you would like the Center to provide, the following staff positions may be arranged for:

Stage manager  
House manager  
Ticket taker  
Merchandise salesperson  
Lighting technician  
Audio technician  
Projectionist  
Stage crew  
Wardrobe  
Security guard  
Make-up artist  
DJ  
Bartender

These staff positions must be requested at the time you submit your application (a fee schedule for the various staff positions appears on the Facility Use Application).

### ***Children at the Center***

Children play a big part in the activities at the Center, and if your event involves children, please note that they must have adult supervision at all times, and under no circumstances are children to be left unattended in any of the Center's rooms.

### ***Emergency Protocols***

***In Case of a fire***, call the Fire Department at 530-274-4370, and then attempt to put out the fire using any one of the six fire extinguishers located at the Center. The fire extinguisher locations are as follows:

- Main lobby, on the left side of the main entrance doors
- Main Stage auditorium to the left of the double doors leading to the lobby, and to the right of the double doors leading to the parking lot
- Tool Room, on the left wall as you enter the room
- Off Center lobby, to the right of the double entrance doors
- Off Center Theater, to the right of the double doors leading to the parking lot

***In Case of a Power Failure***, emergency lights at all exit signs will be activated for approximately 90 minutes to allow for safe egress. In the Center Stage Auditorium, flashlights can be found at the lighting /sound desk (at the top of the seating area) and in the bar in the VIP Lounge. In the Gallery and Entrance Lobby area, flashlights can be found at the ticket counter and at the bar. In the Off Center, flashlights are stored both in the control booth and in the service counter under the window in the lobby. Please use the following procedure if a power failure occurs during your event:

1. Let your attendees know that you are contacting PG&E to determine how long the power is expected to be off. Have a representative from your group call the Facilities Manager at 626-773-6120 to report the outage, followed by a call to the PG&E outage line at 800-743-5002 to determine when the power might be restored. Assuming a reliable estimate can be made, announce it to your attendees, so that they can make an informed decision about whether or not to stay at the event.
2. If an assessment of the expected duration of the power failure is not immediately available, then decide how long you will wait for the power to resume before canceling your event, and then let your attendees know.

3. Turn the house light or room light switches to the “on” position, so that when the power is restored and the emergency lights go off, your attendees will not be left in total darkness.
4. Station your ushers or event helpers at stairways and doorways and have them assist those who wish to leave immediately.
5. If and when you do vacate the building before the power has resumed, turn off all thermostats, appliances, room light switches and stage lighting and audio system main power breakers before leaving.

## ***Marketing***

The Center promotes all events through monthly mailers and on our web site for the month of the event. The Center will make a large poster for display in the front window of the Center to promote your event during the week of the event. All marketing materials for events at the Center must include the Center logo.

## ***Clean-up***

Please remember that another group might be using the space immediately after you, and that you are responsible for any and all clean-up following your event. In most cases, this will include folding up tables, stacking chairs, removing marks or smudges from walls, sweeping the floor and placing any trash into the appropriate containers. Brooms, dust mops, dust pans, mop buckets and other cleaning tools and supplies can be found both in the Utility Room off the Main Gallery and in the storage area at the north end of the Off Center Stage.

## ***Check-Out***

Please leave the building in the same condition it was found.

- Nothing should be left on the premises overnight to be cleaned up in the morning without pre-approval by the Center staff.
- Pick up trash, both inside and outside the facility, and then empty trash cans into the dumpster immediately outside the back doors. Trash bags are provided by the Center and are stored in the Utility Room off the main Gallery.
- Clean and store all tables and chairs in proper locations.
- Sweep the floors.
- If you have been given a key by the Facilities Manager, then it will be your responsibility to make sure that, in the case of the Gallery and Main Stage spaces, both the front and back doors to the building are locked when you leave, and, in the case of the Off Center Stage and Lobby, both doors that open onto the parking lot are locked.

Breakdown and cleaning is to take place within the allotted time as indicated on the contract. The facility must be clean and vacated by the designated time, or additional charges may apply.

## ***Payment Schedule***

Payment for facilities usage is due to the Center within two (2) days of vacating the space. Cleaning deposits will be refunded within seven (7) days if they are not needed to cover damages. You will be charged for any extraordinary maintenance costs incurred by the Center due to your usage.

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## **SPECIFIC GUIDELINES FOR THE MAIN STAGE AND THE OFF CENTER THEATER**

### ***Sets***

Sets are the responsibility of the production or group renting either the Main Stage or the Off Center Theater. The renter's contract implies no access to the Center for the furnishings, materials or tools, but in certain cases these items may be used with prior permission from the Center. Both the Main Stage and the Off Center Theater are multi-use facilities, and sets must reasonably accommodate other renters and house performers while not being used by you. Placement and design of all scenic elements must be cleared with the Facilities Manager before they are installed. Please use drop cloths for all painting projects, including any painting activity in the parking lot area adjacent to the theater. The Center and its staff reserve the right to remove any item from a renter's set or the theater if its use has not been approved.

### ***Stage***

Drilling holes in the Main Stage floor is not allowed, nor is using nails, staples or duct tape, although gaffers tape, spike tape and glow tape are approved for use. Any changes to the existing painted surface on the Main Stage floor must be agreed to in advance as part of the set design. Upon approval, the Center will charge \$75 to cover the cost of paint and personnel to repaint it; or, alternatively, if you provide the labor, \$45 will be charged for the paint only. Please do not use nails, tacks or staples to hang decorations on the stage facing. A series of small hooks across the front of the stage offer a provision for stage decoration.

### ***Soft Goods***

The cyc, upstage curtain and legs are permanent elements of the Main Stage space, and may not be moved without prior arrangement with the Facilities Manager. In the Off Center Theater, the black curtain up center is permanent, and requires similar arrangements to move. In the event that permission is granted for the repositioning of these elements, everything must be returned to its original position following your event.

### ***Platforms, Stairs and Flats***

In the Main Stage, two stage-height 4x8 platforms are available for extending the forestage, and several 6-inch high 4 x 8 platforms are available for use in either theater. In the Main Stage, two stair units can be positioned at the renter's discretion to provide audience access to the stage (or not used at all if that is your choice). The hardwall flats comprising the left and right sides of the Main Stage proscenium portal may not be moved without prior permission from the Center staff.

### ***Rigging***

Much of the rigging in the Main Stage is for the AirAligned dance company, which is headquartered at the Center. No part of this rigging may be used or altered by renters. Additionally, support cables and hardware for the Main Stage lighting grid and onstage curtains may not be moved or altered in any way. The Off Center Theater has no significant rigging.

### ***Lighting***

The house lighting plots for both the Main Stage and the Off Center Theater will cover a broad range of your lighting needs. In the main auditorium, always remember to power up the lighting control board before turning on the breakers that activate the dimmer packs, and then reverse this procedure when shutting down the system. In the Off Center Theater, it will be necessary to activate the dimmers and control board from the small electrical panel before your event starts. Any changes to the lighting console programming or to either of the standard lighting plots must be pre-approved and scheduled through The Center. The services of a lighting technician may be arranged for in advance for an additional charge. At the conclusion of your event, if you have made any changes to the house plots or any of the lighting equipment, everything must be restored to its original

condition and position before you vacate the premises. In the Main stage auditorium the wooden breaker panel must be locked, and in the Off Center Theater the breakers used to activate the dimmers must be turned off.

## ***Sound***

Any sound equipment and/or a sound technician must be arranged for in advance. There will be an extra charge for the sound technician, and the rates can vary, depending on the technician. At the conclusion of your event, microphones and cables must be locked in the sound cabinet on stage left, and mic stands must be stored in the mic stand rack upstage near the piano enclosure. A note about DB levels: Because sound volume during a stage performance has a marked influence on the comfort of the listening audience and because the bass buildup in the main theater is very hot, The Center for the Arts management will not allow any audio engineer to have total control over performance audio levels, so that we might ensure both the audience's safety and the Center's reputation. CFTA management deems a reasonable sound limit to be no higher than 100dB A-weighted average. An occasional peak above 105 dB A for dynamics in a performance is acceptable, but not on a sustained basis. (For reference, OSHA specifies a maximum of 2 hours at 100 dB A, and the NIOSH 2-hour limit is only 91.)

## ***Pianos***

To use the Center's Steinway piano, it will be necessary to complete the On-Site Rental and Use Request for the Steinway D Piano. The Steinway piano may only be used on the Main Stage, and the conditions of use, as well as the fee schedule, are outlined on the Use Request form. The Center contact for Steinway piano usage is Nancy Solyan, 274-8384, ext. 16. Two smaller studio upright pianos are also available for use by renters—one on the Main Stage and one in the Off Center Theater. Neither of these requires separate permission to use; however, the renter is expected to exercise reasonable care when using either of these two instruments.

## ***Costumes and Props***

You will be responsible for the security of your own costumes and props. The Center does not provide sewing machines or other costuming tools.

## ***Concessions***

You must obtain pre-approval to sell concessions and have a valid Seller's Permit (issued by the state Board of Equalization). You are responsible for all concessions and concession supplies. Please be sure to clean up all concession items when you vacate the premises. If you are using the Main Stage, you may store your concessions supplies in the Concessions Room off the main lobby, and if you are using the Off Center Theater, you may store concessions in the service counter and refrigerator, which are both located at the rear of the lobby. The Center assumes no responsibility for the safety of your concessions or supplies.

## ***Seating Areas***

Eating and drinking are permissible in the seating areas of both the Center Stage and the Off Center Theater, both before and during an event, but please remember that another group might be using the area immediately after you, so be sure to tidy up before leaving.

## ***Ventilation***

Please note that there are no thermostats in the Main Stage auditorium. Ventilation consists of two gas heaters over the dance floor area and a swamp cooler. The heaters are loud and we recommend that you run them only before shows and during intermission, if needed. They are on two timers and take a few minutes to run on and off, so remember to shut them off a few minutes before the show starts. The timers are located on the back wall by the tech booth and on the wall next to the downstage left speakers. The cooler controls are located next to the emergency exit door and are marked "fan" and "pump".

## ***Scheduling***

Your use of the stages and auditoriums is non-exclusive, and the Center reserves the right to schedule non-conflicting use of both the Main Stage and the Off Center Theater within the time frame of your contract.