

ALVIN COMMUNITY COLLEGE THEATRE



GUIDELINES FOR USE

Schedule permitting, the ACC Theatre has been developed for for the use of the College and the general public for common good and, like any other facility on campus, is governed by Board Policy, *Section GD (Local) "Community Use of College District Facilities,"* *Section DGD (Local) "Employee Use of College District Facilities"* and *Section FLAA (Local) "Student Use of College Facilities."* Charges and fees are assessed based on categories outlined in the College Policy Manual which are: educational, civic, business/commercial, and recreational and social. Application for the use of facilities is made through the Events Coordinator at 281-756-3611.

ROOM FEES

Rental Fee Categories (Refer to Section E)

The theatre includes the lobby, restrooms, auditorium, makeup room, dressing rooms, greenroom and diner (seating capacity 349, including 6 wheelchair places). The stage will be set up in accordance with your Facilities Request Form. Up to two (2) microphones will be provided. The stage will be set up with a standard curtain arrangement and lighted with a general wash of white light. The facility will be unlocked and locked at the time indicated on your Facilities Request Form. A staff member/student worker will be present to activate lights and sound and answer any questions you may have. If changes are required or your event requires more support than noted above, there will be additional charges (see "other charges" below).

Theatre

\$100.00 per hour (4-hour minimum) - *Rental time includes setup and tear down*

Lobby

Seating Capacity: approx. 20

Occupancy: approx. 40 (including restrooms)

\$50.00 per hour (4-hour minimum)

REQUIRED FEES

Deposit

\$250.00 (Paid at time of reservation)

The deposit is refundable if premises are left clean and undamaged. An inspection of the facility will be conducted following the event. The user will be responsible for the total amount of any damage repair costs.

Cleaning Fee (Non-refundable)

\$150.00 - Theatre & Lobby

\$75.00 - Lobby Only

Tax (8.25%)

The tax rate will be multiplied by the total cost of the facility rented (including Room Rental, Security Fee, Custodial Fee, Equipment Fee, Media Fee, & any other fees that may apply)

ADDITIONAL FEES

Alcohol Fee (Only Wine/Beer/Champagne permitted)

\$200.00

Must be approved by the College President

Security Fee

\$40.00 per hour (2-hour minimum)

This fee will be applied to all events held beyond normal Monday through Friday working hours and for any event at which alcohol is served. Only ACC Campus Police may be used.

Cleaning Attendant Fee (during event)

\$30.00 per hour (2-hour minimum)

This fee will be applied based on the size of event being held beyond normal working hours.

- One housekeeper required for 1 - 100 people
- Two housekeepers required for 101 - 200 people

Equipment Fee (includes use of LCD Projector/Screens, Podium, & Microphones/PA System)

\$150 per day

Intelligent Lighting Package

6 Colorsourc Cyc 5 Channel Cyc Lights - \$100.00 base fee plus \$35.00/performance

4 ETC Lonestar Intelligent Fixtures - \$50.00 base fee per fixture plus \$50.00/performance

Media Operator Fee

\$45.00 per hour (2-hour minimum)

This fee will be applied based on the type of event being held beyond normal working hours.

On-Site Manager Fee

\$40.00 per hour (4-hour minimum)

Because of the complexity of theatre equipment and the potential for user danger, a trained Drama Department staff member must be present when the theatre is in use. This fee will be applied to all events held beyond normal Monday through Friday working hours.

Insurance

A comprehensive general liability insurance policy is required for organizations renting College facilities. Insurance policy must reference coverage of alcohol if being served.

CANCELLATION POLICY

Prior to 60 days	100% return
59-30 days	75% return
29-8 days	50% return
7 days or less	No return

OTHER CHARGES

Listed below are the most common charges, These charges will be determined by the nature of your event. Other services may be contracted, and prices will depend upon the complexity of the work. Operation of lights, sound, and fly system must be done by trained ACC stagehands.

• LCD Projector/Screen	\$50/day
• Laptop computer	\$50/day
• Microphones (beyond standard 2 included with rental)	\$25/each/day
• Backstage Communication Headsets	\$25 for 1-3/day; \$50 for 4-6/day
• Sound operator	\$12.00/hour (4-hour minimum)
• Follow-spot operator	\$12.00/hour (4-hour minimum)
• Stage hand	\$12.00/hour (4-hour minimum)
• Changes in lighting, stage, sound setup	\$35.00/hour (1-hour minimum)
• Properties handling	\$10.00/hour (4-hour minimum)
• Box office operation during event	\$20.00/hour (4-hour minimum)
• Ushers during event	\$10.00/hour (4-hour minimum)
• Pulling and management of existing properties	\$12.00/hour (4-hour minimum)
• Pulling and management of existing costumes	\$12.00/hour (4-hour minimum)
• Reprint of file photo 8x10	\$12.00
• Special effects operation	\$12.00/hour (4-hour minimum) + Materials

- "Materials" includes but is not limited to chemical fog, dry ice fog, chemical smoke, chemical snow, confetti cannon prep and operation.

OTHER SERVICES

Available as time and schedule permit and priced on a contract basis:

- Special lighting setup
- Light design
- Sound recording
- Property construction
- Set design

FACILITY POLICIES

Client agrees to leave all rooms and amenities used in the same condition, including general cleanliness, as it was prior to rental. This includes trash cleaned off of floors and tables and placed in garbage cans.

Lights will be shut off and doors will be locked at the conclusion of the rental time frame, as noted in the rental agreement.

Tobacco use is **not** allowed inside the building or on any college property.

Food and drink are permitted in the lobby and designated backstage spaces. Food and drink are not permitted in the auditorium or dressing rooms. Water only is allowed on stage.

The use of candles is **not** allowed unless a person with a Texas flame license is on site.

Rice, birdseed, confetti, etc. may be thrown on the outside of the building only.

Alvin Community College will not be responsible for any items left on the premises.

The party renting the ACC Theatre or the Lobby is responsible for any damage and/or theft of furniture, equipment, or other items. Damage of any kind in or around the theatre will be deducted from the deposit. The amount of said damages will be determined by Alvin Community College.

Deposit amount for the use of facilities must be paid at the time the reservation to ensure reservation confirmation. The balance paid in full is due 2 weeks prior to the date of the event.