

UCO - Policies and Procedures Manual

Mitchell Hall Theatre

Responsible Office: College of Arts, Media & Design

Effective: August 1, 2002

Purpose

Scope

Policy

Procedure

A. Purpose.

To establish policy and operating guidelines for the use of Mitchell Hall Theatre and to explain the Theatre Use and Advisory Committee.

B. Scope.

Applies to all University departments and community organizations requesting the use of Mitchell Hall Theatre.

C. Policy.

1. General Statement.

The University of Central Oklahoma maintains and administers Mitchell Hall Theatre for the educational and cultural benefit of the University and greater Oklahoma City communities.

2. Operating Guidelines.

Operating guidelines for the use of Mitchell Hall Theatre will be circulated to University departments/activities and community organizations by the College of Arts, Media & Design. Included in the operating guidelines are the following:

- Guidelines for Facility Requests. The Guidelines for Facility Requests provide procedures for requesting facilities, equipment, and staff.

Additionally, these guidelines set forth a time schedule for requests and a priority listing of events which will be used in determining scheduling of Mitchell Hall Theatre.

- Schedule of Fees. The Schedule of Fees is a listing of fees charged for the use of Mitchell Hall Theatre and includes fees for rental of facilities, rental of equipment, technical staff and services, and deposit for facility requests.

- Minimum Call Guideline. The Minimum Call Guideline lists the amount of time and number of stage hands needed for moving equipment, load-in and load-out, and performance calls. This guideline is used to determine staff availability and to assist producers in planning their budget in the event qualified technicians are needed.

- Guideline for General Services and Requirements. This guideline furnishes descriptions of services provided by Mitchell Hall Theatre and outlines requirements by which the user must comply. These are the operating guidelines described in the contract.

Operating guidelines for Mitchell Hall Theatre, equipment, and technical staff will be based on considerations of priority of programming, staffing and safety. It shall be the responsibility of University department heads and community organization "contract officers" to ensure that all programs using Mitchell Hall Theatre, equipment, or staff operate within these guidelines. Operating guidelines will be adjusted as needed to reflect changes in the policies of the University.

3. Guideline Review Process.

It shall be the responsibility of the Mitchell Hall Theatre Director to review guidelines for the use of Mitchell Hall Theatre, equipment, and staff annually in August and submit recommendations, as

appropriate, to the Mitchell Hall Theatre Use Committee. Additionally, fee schedules will be reviewed and established yearly by the Mitchell Hall Director.

4. Theatre Use and Advisory Committee.

The Mitchell Hall Theatre Use and Advisory Committee is established to develop and encourage support of the theatre and shall have authority to exercise discretionary power to revise policies and procedures relative to the use of the theatre. Appeal of adverse decisions may be made to the Mitchell Hall Theatre Use and Advisory Committee. Committee membership will include the Dean and Assistant Dean of the College of Arts, Media & Design, the Mitchell Hall Theatre Director and Technical Director and other members appointed by the director. The Committee may appoint an executive subcommittee to act between meetings of the full Committee. The Mitchell Hall Theatre Director will provide administrative support to the Committee.

5. Fees and Minimum Call Guidelines.

All services will be provided according to the Schedule of Fees and Minimum Call Guidelines included in the operating guidelines.

D. Procedures.

1. Requests for Mitchell Hall Theatre.

Requests for the use of Mitchell Hall Theatre, equipment, and support staff may be made by contacting the Mitchell Hall Theatre Director:

The University of Central Oklahoma
Mitchell Hall Theatre
Edmond, OK 73034-5209
Telephone (405)974-2566

Requests should be made within the time schedule described in the Guidelines for Facility Requests. The requester will be furnished operating guidelines (if needed) and a Facility and Services Request form, which must be completed and returned to the Theatre Director. The Mitchell Hall Theatre Director will be available to assist Project Directors in the completion of the form, project scheduling, and planning technical needs within the operating guidelines.

2. Governed Use of the Theatre.

The use of Mitchell Hall Theatre will be governed by contract and the Guideline for General Services and Requirements. Facility Requests will be approved and contracts issued by the Mitchell Hall Theatre Director based on the following priorities of use:

- UCO/CAMD Academic Departments
- Other University and supported organizations
- Community Organizations

3. Appeals of Disputes.

Requests to resolve scheduling, rental, and fiscal disputes between the Renter and Mitchell Hall Director will be directed to the Dean of the College of Arts, Media & Design. A committee appointed by the Dean will make recommendations to the Dean. As a last resort, final appeals could be made to the VP for Administration or Provost.

Facility Request Guidelines

1. SCHEDULING PRIORITY

Events in Mitchell Hall Theatre are scheduled in accordance with the priority list below. The production season is generally scheduled according to the academic year to accommodate the educational mission of UCO. Requests submitted prior to the Time Schedule for Requests will be held until UCO activities have been finalized. No request for dates is final until a contract is issued.

1.1 PRIORITY LIST

- A. UCO/CAMD Academic Departments
- B. Other University and Supported Organizations
- C. Community Organizations

2. PROCEDURES FOR REQUESTING FACILITIES, EQUIPMENT AND STAFF

2.1

All requests for use of Mitchell Hall Theatre facilities, equipment and technical assistance must be submitted a minimum of 12 weeks prior to the event. The request will be accepted when submitted in writing, via telephone, fax, or personal contact.

2.2

Requests for dates, equipment and staff assistance are subject to availability and approval by the Mitchell Hall Theatre Director.

2.3

After facility requests have been approved, a contract will be returned to the requestor. The timeline on contracts is dependent upon varying factors including facilities availability, and availability of rental equipment.

2.4

A deposit is required to place a permanent hold on a date.

3. TIME SCHEDULE FOR FACILITY REQUESTS

3.1

Requests for calendar holds for programs during the academic year must be submitted by 15 September of the year preceding the event for preferential scheduling.

3.2

Special consideration for date holds may be requested for performing arts organizations subject to artist availability.

3.3

Requests for events received after 15 September will be scheduled on a first-come-first-served basis as resources and availabilities permit.

4.

Mitchell Hall Theatre provides qualified theatrical technicians as well as rental equipment. The Renter will be billed for services and equipment according to the Schedule of Fees and the Minimum Call guidelines.

Rental Service Guidelines

The facilities of Mitchell Hall Theatre are available to University and other organizations. Access to facilities is governed by University Policy and the contract issued to the Renter. The following descriptions of services and requirements comprise the STANDARD RIDER referenced in the contract. By signing the contract, Renters agree to abide by this rider and pay all scheduled and incidental fees and charges. Failure to comply may result in withdrawal of access to the theatre and/or event termination.

UNIVERSITY RESOURCES

The university will provide the Renter with technical services for activities scheduled at Mitchell Hall Theatre. All production services, Ticket Office services, equipment and technical staff can be arranged by the Mitchell Hall Theatre Director, Operations Manager, Ticket Office Manager or Technical Director at the rates described in the Schedule of Fees .

TICKETING

All events at the theatre are ticketed events. Ticketing for all events is handled through the Mitchell Hall Theatre Ticket Office.

CLOSING TIMES

Normal operating hours for Mitchell Hall Theatre are from 8am until Midnight. Any activities outside normal operating hours will be billed at overtime/holiday rates.

INCIDENT REPORTS

All incidents of injury, equipment failure or damage, facility damage or crimes must be reported immediately. The Mitchell Hall Theatre Staff will take appropriate action and file reports. The Renter is responsible for informing all organization members of the requirement.

REHEARSAL AND CLASS FACILITIES

The lobby must be kept clear and quiet at all times. Rehearsals and classes must be restricted to the rooms and spaces assigned. Renter must maintain appropriate decorum while in the lobby so that other programs, work duties, rehearsals or classes are not disturbed. Renter must provide supervisory staff for all of the organization's participants.

HOUSE KEEPING

Renters must keep spaces clean and leave rooms in the condition they find them. Windows must be closed, lights off, and trash placed in containers. All discarded items must be small enough to fit in the dumpster. Items which will not fit into the dumpster will be removed. Removal costs will be billed to the Renter.

SMOKING, FLAMES & PYROTECHNICS, EATING AND DRINKING

Smoking is not permitted in Mitchell Hall Theatre. The sole exception is the inclusion of smoking in a theatrical presentation in which such smoking is deemed essential to the furtherance of the presentation and integral to the performance. Such usage must be approved in writing from the Mitchell Hall Theatre Director and included in the contract. In addition, a technician designed as a fireman must be hired and must be on duty at any time smoking occurs on the stage. Smoking backstage, in the wings, or in the dressing rooms is prohibited at all times. **ANY USE OF FIRE, FLAME, AND PYROTECHNICS REQUIRE THE APPROVAL OF THE CITY OF EDMOND FIRE MARSHAL - NO EXCEPTION!** Eating and drinking are not permitted at any time in the house or lobby. Craft Services/Hospitality is permitted backstage. State law prohibits the possession, sale or consumption of alcoholic beverages and drugs on state property except as approved, licensed and administered by the University's contracted caterer.

PUBLIC LIABILITY INSURANCE

It is the renter's responsibility to provide PUBLIC LIABILITY INSURANCE for your event at Mitchell Hall Theatre for the amounts listed in the rental contract. You are required to furnish the University of Central Oklahoma, **10 days in advance** of the day you arrive for your event, a certificate of

insurance showing there is in force a policy of insurance written by a company licensed in the State of Oklahoma in which the Renter is named as insured with the University of Central Oklahoma named as additional assured for the amounts listed in the contract. The policy shall also provide for a 10 day written notice to the University prior to cancellation or any material modification of the insurance policy. The University cannot provide this insurance for your organization. **Renters are liable for loss and damage to the building and its furniture, equipment and contents.**

FURNITURE

Furniture may not be moved from room to room without express staff permission. Damage to any furniture, equipment or the building should be reported immediately. Repair/replacement charges will be billed to the Renter.

EQUIPMENT

Mitchell Hall Theatre maintains a standard set-up and park stock of equipment. Only staff will repair or replace University equipment. Only staff technicians will operate or move University equipment. Renters are liable for equipment damage.

THEATRE STAFF

The Theatre Staff will supervise the use of all equipment for all technical load-in and set-up, technical rehearsals, performances, strike and restoration. The Stage Manager is responsible for all activities backstage during rehearsals and performances. The Stage Manager is responsible for submitting a Stage Manager's Report for all technical rehearsals and all performances including any equipment failures, incidents or problems backstage.

STANDARD SET-UP

The stage, house and lobby must be cleared after each use.

LIGHTING AND SOUND SYSTEMS

Lighting instruments are hung in a general lighting plot. Renter will be billed for any changes to the standard lighting plot as well as for restoration of the standard lighting plot. Any additional sound equipment connected to University sound systems must be tested and approved by the Director. Any damage to University sound systems resulting from unauthorized equipment will be repaired or replaced at the expense of the Renter.

STRIKE

Renters will strike their production immediately following the final performance. The strike must include all sets, costumes and properties as well as removal of all materials from the house, lobby, dressing rooms and any auxiliary spaces used. The Mitchell Hall Theatre will not assume responsibility for any materials left behind.

SET PAINTING

No major set painting is allowed on stage. Drop cloths must be used for minor touch-ups.

SCENE SHOP

Use of the Mitchell Hall Theatre Scene shop except for stage access to and from the loading dock during load-in and load out is not permitted. Use of the shop tools and materials is not permitted. Because the scene shop operates year round completing university scenery projects, the renter must bring their scenery into the theatre ready for setup.

STAGE FLOOR

Occupational safety, health and fire regulations must be observed at all times. The stage floor must be kept free of debris. Any special treatments of the stage floor or theatre-owned floor coverings will be undertaken by the theatre staff. Renters shall not apply any substances to the stage floor. Overtime charges plus expenses will be billed to the Renter for any additional maintenance required.

NAILING

Screwing into the stage floor is permitted. However, other special needs require the approval of the Technical Director.

SPIKE MARKS

The Renter is responsible for removing all spike marks on the stage floor. Spike marks should be made with chalk or a low-residue tape such as spike tape or electrical tape, and removed by the Renter during strike.

CURTAINS AND SOFTGOODS

Nothing may be pinned, stapled, sewn, taped or attached in any manner to curtains and softgoods owned by the University.

PIANOS

For events requiring a piano, the piano will be tuned by a University piano technician prior to dress rehearsal. The charges for any tuning, regulation, voicing or touch-up tunings will be billed to the Renter.

PROP STORAGE

All portable equipment, valuable set pieces, props, costumes and make-up must be secured after each rehearsal or performance. Mitchell Hall Theatre does not have storage facilities available, therefore such pieces must be removed from the building. Equipment must not be left on the stage, in the house, in the lobby, or adjacent classrooms. Costs incurred to remove such materials and equipment will be billed to the Renter.

SPECIAL EFFECTS

Renter must discuss all sets and light designs as soon as they are available for each production, a minimum of two weeks prior to first usage. Any special effects involving potential risk to participants or to facilities must be approved by the Mitchell Hall Theatre Director before first use in rehearsal.

RIGGING

The rigging of flying scenery must comply with theatrical rigging code and the University Rigging Standards. The Technical Director may require, at an extra cost to the renter, the hiring of professional stage riggers from the IATSE. Only certified personnel are allowed on the pin rail floor, loading floor and grid. Violation by the Renter or Renter's cast, crew or organizational members is cause for immediate cancellation of the event.

LOBBY AND HOUSE

The Mitchell Hall Theatre House Manager is responsible for activities in the Lobby and House, including the enforcement of prohibitions against smoking, the use of prohibited recording devices and cameras, cell phones and pagers, and disruptive behavior. Refreshments may be served in the lobby areas. Eating and drinking is not allowed inside the seating area of the theatre. In addition, the House Manager is responsible for restricting access to the house to ticket holders and authorized event staff and house personnel.

SECURITY SERVICES

Any use of Mitchell Hall Theatre is subject to a security evaluation by the University's Department of Public Safety. Security Guards and Police Officers will be assigned to all public events as determined by the Campus Police, a State of Oklahoma Law Enforcement Agency. Charges for Security Services will be billed to the Renter by the University's Department of Public Safety.

TRESPASSING

All rehearsals and performances are "Closed Events" in Mitchell Hall Theatre. Only ticket holders, Renter's staff, and authorized personnel may be admitted. Any other entry will be considered trespassing and Mitchell Hall Theatre Staff is authorized to take the appropriate actions.

USER ACCESS

Mitchell Hall Theatre requests that the Renter's Organizational Members enter the building through the stage door at the rear of the building.

SEATING CAPACITY

The seating capacity of Mitchell Hall Theatre is 613. There are no circumstances under which the occupancy may exceed that number. Renter will not allow the placing of additional chairs in aisles or on the stage. "Standing Room" is not permitted in Mitchell Hall Theatre.

HOUSE STAFF

For every event in Mitchell Hall Theatre, the House Manager, in cooperation with the Renter and Mitchell Hall Theatre Director, will determine the number of ushers, ticket takers and front of house personnel required for the event. Volunteer ushers may be available for some events. In the event that volunteer ushers are used, Renter agrees to provide admission to the event at no charge. Reserved seating must be made available for volunteer ushers. If, as determined by the House Manager, an adequate number of volunteer ushers will not be available for the event, the House Manager will hire ushers. The Renter will be billed for the cost of hired ushers.

Schedule of Fees

RENTAL FEES:

UCO Organizations	\$25.00/hr plus staff and equipment charges
Government Organizations	\$50.00/hr plus staff and equipment charges
Non-Profit Organizations	\$75.00/hr plus staff and equipment charges
Commercial Organizations	\$100.00/hr plus staff and equipment charges

PERSONNEL - PER HOUR:

Note: Please see the Minimum Call Guidelines for more information on personnel requirements.

Stage Manager	\$15.00/hr - four hour minimum
Additional Technicians	\$10.00/hr - four hour minimum
Ticket Office Manager	\$15.00/hr - four hour minimum
Ticket Clerk(s)	\$10.00/hr - four hour minimum
House Manager	\$10.00/hr - four hour minimum
Ushers	\$10.00/hr - four hour minimum

Note: Overtime and holiday rates for all personnel are at time and 1/2.

ADMINISTRATIVE SERVICES:

Ticketing:

Printing Only -- \$35.00 Set-up charge plus \$0.16 per ticket.

Note: Regular staffing hours are applicable if the Mitchell Hall Theatre Ticket Office staff sell tickets at the door.

Standard Ticketing:

\$35.00 Set-up charge plus \$1.50 per ticket.

Note: Includes commission, printing and stock charges, and administrative costs.

Season Ticket Packages:

\$100.00 Set-up charge plus \$1.50 per ticket.

Note: Includes commission, printing and stock charges, and administrative costs.

TECHNICAL SERVICES AND EQUIPMENT:

Note: An * indicates an operator is required (see Minimum Call Guidelines)

Full Stage Lighting*	\$10.00/hr running charge
Theatre Sound System*	\$10.00/hr running charge
Follow Spotlight*	\$5.00/hr running charge (each spotlight)
Choral Risers & Acoustic Shells	\$10.00 each
Steinway D	\$75.00 rental

(Piano technician required-tuning fee to be paid by presenter.)

Work Calls (hang and focus lights, restore after show, etc.) \$10.00 per technician per hour

Scenery, costume and props will be provided by presenting organization.

For scenery, costume and prop rental, please contact the theatre technical director.

There will be a \$100.00 per day storage fee charged on scenery, costumes, and props not removed from the facility by the presenting organization within 24 hours after the event or by the date listed on the rental contract. Any costs incurred by the University above the \$100.00 per day storage fee will be charged to the renter.

Minimum Call Guidelines

All performance events using Mitchell Hall Theatre require a staff Stage Manager and a minimum of one staff Technician to be on duty for the duration of the event. The Stage Manager and Technician(s) will open the facility, provide requested equipment, and close the facility.

The minimum call for the Stage Manager and Technician(s) is one hour before the event (or load-in) and one-half hour after the event (or load-out). In no case may the call for performance events for Stage Manager and Technician be fewer than four (4) hours. The minimum call for additional technicians is four (4) hours.

Note: University of Central Oklahoma meetings and non-performance event presentations will not be subject to the four (4) hour minimum call requirement.

All public events which include an audience require a House Manager and usher/ticket takers, unless determined otherwise by the House Manager and/or the Mitchell Hall Theatre Director. The House Manager will be on duty a minimum of one (1) hour prior to opening of the house and remain until the audience has left the building. The minimum call for the House Manager is four (4) hours.

Ticket Office Personnel on duty for any event will include a Cashier/Ticket Office Manager and a minimum of one (1) Ticket Office Salesperson.

Ticket Sales Guidelines

The Mitchell Hall Theatre Ticket Office provides tickets and/or ticket sales for all events in the theatre, as well as for other events where ticketed admissions are desired. This service includes direct telephone numbers answered by trained Ticket Office staff who can answer questions about scheduled events. Mitchell Hall Theatre handles all at-door sales.

Ticket office hours are from 10:00 am until 5:00 pm Monday through Friday. The Ticket Office also opens one hour before each performance. Patrons may purchase tickets by telephone using Mastercard, Visa or Discover Card; by mail order with check or credit card, or in person.

For events at Mitchell Hall Theatre, management reserves sixteen (16) house seats for the exclusive use of the theatre. Most often, these tickets are used for public relations, or for ushers in the event volunteer ushers are used. If these seats are not used, they will be released for sale, and you will receive the ticket income.

For all ticket sales the University imposes a commission/administrative fee of \$1.50. This fee includes sales commissions, ticket stock and printing costs, and administrative costs. The client can opt to add this charge to ticket sales, or have the charge deducted from the show proceeds pay-out.

TICKETING PACKAGE OPTIONS

A variety of ticketing options is available for Mitchell Hall Theatre, offering varying degrees of Ticket Office support, service and cost. It is the responsibility of the Renter to contact, and consult with, the Theatre Ticket Office in order to determine the ticketing option most appropriate to a specific event. The final decision on all ticketing options will be approved by the Mitchell Hall Theatre Director.

PAYMENT OF REVENUE FOR TICKET SALES AND DONATIONS

Receipts from cash, credit card and check sales will be deposited into a University Trust Fund. A University check will be issued in the amount of gross sales less expenses, based on the Ticket Office final report for ticket sales. Rental charges and production expenses will be deducted from Ticket Office revenues.

SALES AT THE DOOR

Door sales at Mitchell Hall Theatre are available one hour before curtain the day(s) of performance. The Ticket Office sales staff charges will be reflected on the rental contract. If the event is at a venue other than Mitchell Hall Theatre, ticket sales are available until 4:00 pm or one hour prior to curtain. Mitchell Hall Theatre will not deliver tickets to off-site venues.

DISCOUNTS

Discount ticket pricing and group sales can be arranged through the discussion(s) with the Mitchell Hall Theatre Director and the Ticket Office Manager.

EXCHANGES AND REFUNDS

Mitchell Hall Theatre Ticket Office policy is "No Refunds, No Exchanges." Requests for refunds will be forwarded to the Renter/Renting Organization.

COMPLIMENTARY TICKETS

The Ticket Office can provide complimentary tickets. Complimentary tickets must be requested by the Renter or Renter/s authorized representative.

RECORDS AND REPORTS

The Ticket Office Manager will provide a statement of sales for each performance. For no additional fee, the Ticket Office will provide one copy of the patron mailing list for the renters event. Contact the Mitchell Hall Theatre Ticket Office Manager for the availability and pricing of additional copies or reports.

Event Planning Checklist

CALL Mitchell Hall Theatre (405) 974-2566 and check for date(s) available.

Reminder: don't forget rehearsal or load-in time.

Mitchell Hall Theatre staff will send Guidelines and Facility Request Form.

Or by FAX: You can also send your messages to us by fax (405) 974-3860.

READ the Guidelines and Schedule of Fees (any questions call).

The Guidelines are a part of your contract and

You are responsible for enforcing them with your staff and Talent.

DECIDE who will be your Key Staff:

PRODUCER (the person who makes \$ decisions and will be at the event).

STAGE MANAGER (the person who runs the show backstage).

(Your "staff") You can keep costs down if you have your own qualified crew.

(Mitchell Hall Theatre Staff) Remember: Two staff are required; our Stage Manager and at least one other technician.

Rental of the theatre does not necessitate using our crew. You may bring in your own crew. However, our staff will supervise the use of university equipment.

HOUSE MANAGER

(YOUR "STAFF") Someone to greet the public and answer questions about your event.

(Mitchell Hall Theatre Staff) Our House Manager (cashier) is required if admission is charged.

(Mitchell Hall Theatre volunteer ushers) Subject to availability.

TECHNICAL REQUIREMENTS:

IF YOU ARE HIRING TALENT -- A WORD TO THE WISE:

DO NOT SIGN A TALENT CONTRACT UNTIL YOU HAVE TALKED WITH US REGARDING THE TALENT'S TECHNICAL REQUIREMENTS.

If you are hiring "Talent" (performers) ask their management for their technical requirements before you sign any contract. These requirements are usually contained in a contract "Technical Rider." If you have a "Technical Rider", send a copy with your Facility Request to Mitchell Hall Theatre.

WE MAY NOT HAVE ALL THAT THEY REQUIRE YOU TO PROVIDE. Please do not assume that we can provide all of the technical support your event needs.

A list of our equipment and theatre specifications are described in our "Theatre Information Package."

Remember, it is you that is contracting with talent and the university is under no obligation to assume any responsibility for your talent contract.

Some "Technical Riders" are extremely expensive to accomplish and the cost is almost never itemized by the talent contract.

FILL OUT THE FACILITY REQUEST using the date(s) and time(s) you have "on hold." Don't forget rehearsal and load-in time.

DECIDE who will sell tickets.

Mitchell Hall Theatre Ticket Office Staff. Fill out the Contract Rider for Ticket Sales.

Daily Ticket sales and at-the -door sales services are available (see the Schedule of Fees).

SIGN AND RETURN the Request For Facilities and all Riders to Mitchell Hall Theatre at least two (2) weeks before the event but, the sooner the better. We cannot schedule our crew without this information.

Request For Facilities, Equipment and Staff.

Rider for Ticket Sales (Mitchell Hall Ticket Office)

TALENT's Technical Rider

Mitchell Hall Theatre will use your request to issue the contract with an estimate of the charges for your bill.

SIGN AND RETURN all copies of the contract to Mitchell Hall Theatre, (Guidelines are part of the contract.). The contract will be signed by the Mitchell Hall Theatre Director for the university. A copy of the contract will be sent to you .

It is the renter's responsibility to provide PUBLIC LIABILITY INSURANCE for your event at Mitchell Hall Theatre for the amounts listed in the rental contract. You are required to furnish the University of Central Oklahoma, **10 days in advance** of the day you arrive for your event, a certificate of insurance showing there is in force a policy of insurance written by a company licensed in the State of Oklahoma in which the Renter is named as insured with the University of Central Oklahoma named as additional assured for the amounts listed in the contract. The policy shall also provide for a 10 day written notice to the University prior to cancellation or any material modification of the insurance policy. The University cannot provide this insurance for your organization. **Renters are liable for loss and damage to the building and its furniture, equipment and contents.**

ON THE DAY-OF-THE SHOW your Producer or Stage Manager arrives at Mitchell Hall Theatre at the time you requested.

Remember, the time clock for rent and crew starts at the time you requested:

OR, the clock starts when you or any of your "Talent" or staff enter the building. They cannot be here without Mitchell Hall Theatre Staff.

USE the "Stage Door" (parking lot side of the building) and the loading door (parking lot side of the building).

STAGE MANAGER should arrive at least one hour before the "curtain time".

HOUSE MANAGER should arrive one-half hour before the Audience is expected to begin arriving at the theatre.

MEET WITH the Mitchell Hall Theatre staff and introduce your KEY STAFF. Go over the Technical Requirements listed in your contract.

Mitchell Hall Theatre Staff has been instructed to check for approval with your Producer before providing any additional services or equipment (frequently requested by Talent").

We don't want to spend your money without your approval. Your Producer will be asked to "sign off" on any additional, unscheduled requests.

AFTER THE FINAL CURTAIN your Producer should meet again with Mitchell Hall Theatre Staff to "sign off" the Stage Manager's Report. PLEASE CHECK THE TIMES, EQUIPMENT AND STAFF USED AT THIS TIME.

Remember: the clock is still running as long as you, your "Talent" or any of your audience is still in the building. The Stage Manager's Report is used to summarize the event and is the source of information for your invoice.

PAY YOUR BILL when you are invoiced.