



Hamilton Fine Arts Center Rental Usage Agreement District Groups

In order to assure a safe and stress-free event, we require for you to review the policies listed below, established by the Hamilton Fine Arts Center (HFAC). This form must be initialed at each statement, signed at the bottom by an authorized representative of the event sponsoring the organization and returned in order to reserve your dates. Please visit our rental page at www.HamiltonFineArtsCenter.com to view more complete details for the summary information listed below.

You, your staff and your performers are responsible for reviewing, understanding and following the information listed below.

General Information

1. ____ Subject to the complete terms and conditions contained in the Rental Agreement, you are guaranteed use of the HFAC only during your contracted date and time. Once all requirements have been met and accepted by the HFAC, it is your responsibility to assure your event is correctly posted on the HFAC rental calendar at www.HamiltonFineArtsCenter.com. Final schedules must be confirmed no less than five business days prior to load-in.
2. ____ Two (2) consecutive hours of set-up / rehearsal are included for any event. Thereafter, a fee of \$25 per hour will be charged to you.
3. ____ You will provide supervision to all performers, technicians and staff members in each area of the HFAC, including the lobby, backstage, dressing rooms and theatre, and will assure that they are following the guidelines listed in this document, and any applicable provisions of the Rental Agreement.
4. ____ A green room is conveniently centrally located backstage between the stage right and stage left doors. There is no charge to use this space as long as the room is left in the same manner as it was found. Not doing so will result in a \$50 charge.
 - Tables and chairs are available for you to set the room, as desired. You will need to restore the chairs and tables into their appropriate racks prior to departing. All garbage must be placed in the appropriate cans. Brooms and dustpan will be provided.
 - There is an emergency egress, but for security reasons, all performers, crew and staff will enter through the main theatre doors and access this area through the backstage hallways.
 - While costume racks, instruments, small props, etc. may be stored in this space in conjunction with an active show, all set building, painting, etc. must still be done in the prop shop.
 - Food and beverage are allowed in this room, however, must be properly disposed of in the provided garbage cans. Absolutely no food or beverage is allowed on any carpeted area of the HFAC theatre and dressing rooms.

Lobby and Theatre Information

1. ____ Coats, bags, costumes and other personal items may not be brought into the theatre to be stored on the seats or in the seating area. No items may be stored in the lobby – a green room space is provided for you.
2. ____ Food and beverages are not allowed in the HFAC theatre at any time. Food and beverage consumed in the lobby is limited to a specific menu of options found online in our rental information at www.HamiltonFineArtsCenter.com. The renter is completely responsible for any cleaning and damage arising from any form of food or beverage consumed in the lobby or theatre. A linen cleaning fee of \$15 per linen will be assessed for all linens that require cleaning.
3. ____ Only blue painter's tape is allowed to hang signage on brick surfaces (no signs or posters are to be attached painted walls or woodwork). Spike tape and gaff tape are the only tapes that may be used on the stage. Tape is available for purchase at a nominal fee. All tape must be removed prior to your departure including on the stage, walls, and fly rail.
4. ____ Helium balloons are not allowed in the lobby or theatre.

Stage Information

1. ____ The fire department performs random safety checks of props and sets. Props and sets that do not follow the fire safety code will be removed from the stage until they have been properly fireproofed or safely constructed. All props and sets must be marked with the material, date and person who performed the application of the fireproofing material. Any fine received for failing to properly fireproof props and sets will be the responsibility of the renter.
2. ____ All groups must use the loading dock for loading and unloading props and other equipment in order to refrain from damage to the lobby and doors. Storage of props, sets and other equipment prior to load-in depends on the HFAC schedule.
3. ____ It is your responsibility to inspect the contracted space(s) immediately prior to load-in and make note of any damage in the building. You may be held responsible for any damage that is not documented prior to your load-in.
4. ____ No equipment may be stored in the area where the main curtain drops. This is the fire curtain area, and must be kept clear at all times. No equipment may block any stage door, fire extinguisher or the fly rail. No props, sets or personal items may be stored in egress (carpeted) hallways. Any fines received for obstructing these areas will be the responsibility of the renter.

5. ____ All items must be removed immediately following your event, including spike tape from the stage floor and fly rail. Failure to do so will result in a \$25 fee.
6. ____ Painting on the stage is not allowed. No nails, staples etc. may be used to attach props, sets, etc. to the stage.
7. ____ The Hamilton School District has adopted a policy that addresses privacy in dressing rooms. The policy recognizes the privacy rights of individuals using dressing rooms and prohibits cameras, video recorders, or other devices that can be used to record or transfer images from being used in a locker room, dressing room, or other areas where privacy is expected. The policy also restricts access to dressing rooms to protect students. Persons who violate the policy shall be subject to penalties under state law.

Performance Information

1. ____ The capacity of the theatre is 750 people. The capacity of the stage is 120 people. The fire marshal and the Hamilton School District takes the safety of your performers and patrons very seriously. The HFAC will not allow the theatre to exceed this capacity, and the event will not be allowed to begin until the theatre is properly seated and the capacity is under 750.
2. ____ The HFAC is required by law to have ushers present whenever the theatre seating area is being used by a public audience. ***This includes rehearsals and performances.*** The HFAC will schedule one usher for every 250 attendees for your event, which will be charged to your organization at \$25 per hour, per usher, beginning 45 minutes before the scheduled start of your event until the last person leaves the building. There is a two-hour minimum.
3. ____ Renter is solely responsible for payment of royalty fees for any and all dramatic rights, dramatic musical works, performance fees, music royalties and other fees associated with intellectual property rights applicable to the Renter's use of the HFAC facility. Renter shall indemnify, hold harmless and defend HFAC against any charge or expenses which arise from these fees.
4. ____ Fire code prohibits any item from blocking any row or aisle in the theatre seating area, including but not limited to camera tripods, recording devices, walkers, wheelchairs, bags, etc. Patrons may use handheld cameras in their seats, or videotape from the camera loft with a tripod, provided videotaping is permitted and proper royalty rights have been obtained.
5. ____ Wheelchairs, walkers, baby strollers and baby carriers are allowed only in seating designated as an ADA seat, and are available on a first-come-first-served basis. Ushers are happy to assist with the storage of these items during the show should space not allow (priority of ADA spaces are always made available to those in wheelchairs and walkers first). Please share this information with your patrons prior to the show.
6. ____ Due to fire code restrictions, as well as by request of our campus security, large bags will not be allowed in the seating area at any time. All bags are subject to security checks at any time by HFAC staff.
7. ____ Parking During School Days: There are approximately 36 unnumbered spots by the Hamilton Fine Arts Center and spot numbers 110 thru 144 in the far east row of the front parking lot. Both will be available for your patrons. Please do not allow your patrons to park in any other numbered spots, as these have been reserved for students. You may be ticketed.

The user(s) undertakes and agrees to indemnify and hold harmless the school, school board, school board elected and appointed officials, administrators, principals, teachers and all other school employees, volunteers or representatives, and all persons and bodies corporate acting for or on behalf of them, against all liability, claims, demands, actions, suits, damages, proceedings, costs and expenses (including reasonable attorney fees) whatsoever (including injury to persons and damage to property) for which they may be or become liable directly or indirectly arising out of the use of School premises by the user(s) (or the servants, agents or invitees of the User(s), and for such further sums in excess of those contained in any insurance policy procured by user(s) relating to the use of the School premises or for such amounts as may not be payable under any such insurance policy.

I ACKNOWLEDGE AND CONFIRM THAT I HAVE READ THE INFORMATION PRESENTED ABOVE, AND AGREE TO THE STIPULATIONS, AND UNDERSTAND AND AGREE THAT FOR RESONABLE CAUSE, THE REPRESENTATIVE OF THE HAMILTON FINE ARTS CENTER AND/OR THE HAMILTON SCHOOL DISTRICT MAY REVOKE THIS AGREEMENT AT ANY TIME

Signature

Date

Name

School

Address

Phone Number

City, State and Zip

Email Address

