

# **Foothill College Fine Arts Facilities Rental Application Packet**

## **PROCEDURE**

The steps for renting a space in the Fine Arts area are as follows-

- The requesting group must contact the Facilities Coordinator at 650-949-7252 to ascertain an available date and time. The agreed upon date can be held for ten days pending the arrival of the application and deposit.
- The requesting group will return a completed application, plus a non-refundable deposit of \$500 (which is applied towards the final bill). No application will be accepted less than one month prior to the desired date of use.
- Appointments to view the facility must be scheduled in advance with the Facilities Coordinator.
- The Facilities Coordinator will send a contract to the requesting group, with the agreed upon dates, times, space, and estimated charge, plus requests to other campus service groups, if any.
- The requesting group will sign the contract, retain one copy for their records, and send the original back to the Facilities Coordinator.
  - Reservations are not confirmed until the applicant receives the signed contract from the Facilities Coordinator.
- A certificate of insurance is required for all facility rentals.
  - The certificate must list the names of the persons or firm/s named on the facility contract as insured under the policy and must list the Foothill-De Anza Community College District as an additional insured.
  - The coverage must be for a minimum of \$1,000,000.00 general liability.
  - The certificate of insurance must be received by the Facilities office at least 30 days prior to the scheduled event or the contract and the event may be cancelled.
- The client will be represented by one person, both before and during the event. This representative should be the contract signer, but if this is not the case, the representative must be approved by the contract signer.
  - If more than one person needs to be consulted, for areas such as lighting and sound, these persons also need to be approved by the contract signer.
- The client and the Facilities Coordinator will meet, in person or via phone, to discuss these policies and procedures to ensure understanding of all points.
- In order to best accommodate technical needs, the client must send technical and other requests to the Facilities Coordinator no later than one month prior to the event.
  - Requests include anything provided by Foothill, including technical equipment, tables, chairs, etc.
  - Any modifications to these requests must be made in writing (including email) no less than two weeks prior to the event.
  - Any changes to the contracted starting time must be made in writing (including email) no less than three weeks prior to the event.
  - These changes can be made only by the contract signer.
  - Change requests will be honored insofar as they are feasible. The final decision is at the discretion of the Facilities Coordinator.
- The Facilities Coordinator will staff the event with theatre crew. Scheduling of crew is solely at the discretion of the Facilities Coordinator.
- If the client has equipment to be delivered and/or picked up at a time other than the contracted time, arrangements must be made with the Facilities Coordinator no less than two weeks in advance.
- Invoicing for the event takes place after the event; the renter has one month to pay.

## **GENERAL POLICIES**

- The Fine Arts Facilities, particularly the Smithwick Theatre, are available first as classroom spaces, followed by usage by other campus events.

- If space is still available on evenings and weekends, outside groups may rent facilities on a first come/ first serve basis.
- The facilities become available for rent to the public each March, for the following school year (September-June).
- No group will be denied the use of the facilities except under the following conditions-
  - The facility is in use by a campus group, or previously rented by another outside group.
  - The requesting group has an outstanding bill due to Fine Arts Facilities or any other District body.
  - The requesting group has damaged or misused District property, equipment, or personnel.
  - The requesting group wishes to use the facility to slander or discriminate against another group (ethnic, religious, gender, etc.).
  - The requesting group wishes to use the facility for any illegal purpose.
  - The event is not covered by insurance.
- At no time may any of the Fine Arts spaces be filled over capacity. The capacity of the Smithwick Theatre is 941; the capacity of Appreciation Hall is 168. See the Facilities Coordinator for capacities of classrooms.
- The client is responsible for all actions, behavior, and damages caused by their guests/attendees during the occupation of the facilities
  - Theatre personnel reserve the right to have removed any person behaving in an unlawful, dangerous, or objectionable manner.
- No fire is allowed in the theatre or on campus. This includes candles, incense, lamps, etc.
- Doors, hallways, and aisles may not be obstructed by equipment or people.
- No animals other than service animals are allowed on campus.
- For safety and security, only members of the cast and crew are allowed backstage. The client will provide personnel to prevent unauthorized entrance backstage.

### **BOX OFFICE AND TICKET SALES**

- The Box Office is not available to print or sell tickets. Neither the Box office nor any other office will be available to the client's personnel for ticket sales.
- Clients are to provide their own ushers/ticket takers, and House Manager. However, client or client's personnel may not operate or be in the Box Office.

### **DECORATING**

- The client may not attach anything to the walls of the theatre, exterior or interior, or on any walls on campus. All signs posted must be on stands provided by the client.
- The client may, with the assistance of theater crew, hang banners from existing hooks at the theatre front, or tape banners to the front of the stage, using theatre tape.
- The client is welcome to use the corkboard in the theatre lobby.

### **CLEANING**

- The client must place all trash in receptacles or trash bags.
- All posters, signs, etc., must be removed by the client.
- All equipment used must be replaced and the premises left in a neat and ordered fashion.
- A \$200.00 mandatory cleaning fee will be charged per day for each event. This cleaning will take place after the event and will include cleaning and stocking of bathrooms, vacuuming, emptying of trash, etc.
- The client will be charged an additional \$50/hour if the event takes longer than four hours to clean.

## **FOOD AND BEVERAGE**

- All food and beverage must, by law, be provided by a licensed food provider with a Santa Clara County business and catering license. The caterer must provide a license copy to the Facilities Coordinator.
- Open flame is not permitted on campus. No food may be prepared on campus. Food may be reheated in approved containers, as per the Facilities Coordinator.
- No food or beverages are allowed in the facilities. Only bottled water is allowed inside the facilities.
  - Performers and crew may bring food backstage, provided that it is properly disposed of by the end of the event.
- Alcohol is not permitted on campus.

## **EQUIPMENT USE**

- All theatre equipment is to be operated by theatre crew.
- The theatre is not responsible for providing scenery, props, or furniture. Items stored in the theatre belong to the Theatre Arts Department and are not available for use.
- The theatre is not responsible for supplying tablecloths or any refreshments requested by the client's artist or group.
- The client or the client's personnel are not allowed in the booth, except with prior permission from the Facilities Coordinator.

## **PARKING**

- Parking regulations are enforced seven days a week.
- Parking is permitted in marked spaces in "Student" lots only. The lot behind the theatre is for loading/ unloading or handicapped parking only.
- \$2 Daily permits are required seven days per week.
- Pre-paid permits are available through the District. Please contact Mike Paccioretti at 408-864-8691 or pacciorettimike@fhda.edu.

## **LOST AND FOUND**

- Items left in the theatre will be held in the office of the Facilities Coordinator for no less than two weeks.

**Any violations of these policies may result in forfeiture of future rental privileges of Foothill College facilities, and additional fees.**

**We reserve the right to amend these policies as deemed necessary without any advance notice.**

**Fine Arts Facilities Office**  
12345 El Monte Road, Los Altos, CA 94022  
650-949-7252, FAX 650-949-7375

**APPLICATION FOR FACILITY USE**

ORGANIZATION \_\_\_\_\_  
(NAME MUST BE THE SAME AS ON YOUR INSURANCE POLICY)

ORGANIZATION REPRESENTATIVE \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_ DAY PHONE # \_\_\_\_\_ CEL PHONE # \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

<u>FACILITY REQUESTED</u>	<u>DATE(S)</u>	<u>TIMES</u>

A NON-REFUNDABLE \$500 RESERVATION FEE IS REQUIRED- PLEASE MAKE CHECK PAYABLE TO **FOOTHILL COLLEGE FINE ARTS FACILITIES**  
PLEASE RETURN APPLICATION AND CHECK TO:

KAY THORNTON  
FOOTHILL COLLEGE FINE ARTS FACILITIES OFFICE  
12345 EL MONTE ROAD  
LOS ALTOS HILLS, CA 94022

**BEFORE SIGNING, PLEASE READ ALL THE POLICIES AND PROCEDURES ON THE PREVIOUS PAGES. BY SIGNING THIS FORM, YOU INDICATE THAT YOU HAVE READ AND UNDERSTOOD THE INFORMATION.**

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_  
MUST BE OVER 18 FOR CONTRACTUAL PURPOSES