

# DOUGHERTY ARTS CENTER THEATER FACILITY POLICIES AND PROCEDURES

## INITIAL EACH SECTION

### **PREMISES, DATES, HOURS**

RENTER is ONLY allowed into the theater during the hours that have been reserved for them. During the hours that are NOT being reserved, RENTERS MUST remove all cabling to the sound booth, put all seating back to its original placement and move all set pieces/personal property behind the blue front runner curtain.

### **SIGNING IN**

All members of the RENTING organization MUST sign in at the front desk before entering the theater. Keys will only be checked out to the RENTER responsible for the reservation, or one of their pre-approved Designees (listed in attached form). Keys MUST be returned at the end of each rental day or as requested COA staff.

### **ALCOHOL AND TOBACCO**

Smoking is prohibited in any City of Austin Facility, including outdoor park land. RENTERS are prohibited from selling, serving or consuming alcohol INSIDE OR OUTSIDE the Dougherty Arts Center without the following:

- Alcohol request form signed by the Department Director
- A submitted and reviewed ACE application (visit [www.austintexas.gov/citystage](http://www.austintexas.gov/citystage))
- The required Insurance certificate as indicated in your agreement
- A minimum of 2 licensed Peace Officers on site during the hours of consumption
- Temporary Food Permit granted by the Austin Public Health Department

### **EQUIPMENT**

All City equipment is made available **AS IS** and **RENTER** shall bear the risks in using the equipment provided. Damage to any City of Austin equipment shall be paid in full by the **RENTER**. Sound and lighting equipment MUST be returned to its original state upon exiting the facility at the end of the reservation. RENTERS must ask for assistance with moving monitors, light/sound boards or the piano. Drapery can be adjusted but MUST be put back to the original placement upon exiting the facility at the end of the reservation.

### **ALTERATIONS**

Renters are prohibited from the following:

1. Hanging ANYTHING from the gas and water pipes.
2. Using tape, nails and/or staples to hang scenery to the walls.
3. Dismantling the risers.
4. Painting any City of Austin property.
5. Nailing or screwing ANYTHING into the stage floor.

## **GALLERY**

RENTERS must abide by the following gallery policies

1. RENTERS are prohibited from touching or moving any artwork hanging in the gallery.
2. RENTERS are required to complete a Gallery Floor Plan Form no later than two weeks prior to load in.
3. RENTERS are only allowed to serve prepackaged and/or ready to serve cold foods and are not allowed to prepare or cook hot food in the kitchenette.
4. Tables, chairs and personal property cannot lean against artwork or the gallery walls. Table must be placed approximately 4 feet from wall and comply with ADA.
5. RENTERS are prohibited from attaching ANYTHING to the gallery walls. This includes the West and east galleries
6. At all times, RENTERS are PROHIBITED from denying any person entry to the public Gallery spaces
7. All minors involved with the RENTER'S production must be supervised AT ALL TIMES. For Groups with large numbers of minors present, the RENTER will provide the appropriate Number of chaperones (1 adult for every 10 youth) to supervise youth.
8. For larger productions, the City may require RENTER to provide additional gallery monitors To assist their audience before, during and after the production.

## **PRODUCTION STAFF/CREW**

It is the RENTER'S responsibility to provide their own production crew. The City does not provide this. All technical personal must be trained in their field. RENTER and production staff/crew are required to attend any technical tours or walk through of the space, which will be scheduled by COA staff no later than 2 weeks prior to load in.

## **GREEN ROOM (3W) AND DRESSING ROOMS**

RENTERS must abide by the following green room and dressing room policies:

1. RENTERS are prohibited from moving or rearranging any furniture in the green room Or using any wall surface other than the community board to hang paper material.
2. RENTERS MUST follow the nightly cleanup check list (attached) At the end of each day.
3. **MINORS ARE PROHIBITED FROM USING GREEN ROOM AS DRESSING ROOM. ADULTS may only use this space as a dressing room if the RENTER has been given Written permission from Theater Coordinator no later than 2 months prior to event.**
4. RENTERS are prohibited from selling merchandise in either the green room or dressing Green room.
5. The maximum capacity for EACH dressing room is 8 youth OR 6 adults. No exceptions.
6. Cast and crew are prohibited from dressing in the hallway adjacent to theater.
7. RENTERS are allowed to eat and drink in dressing rooms and green room, as long as all Food items are disposed of in trash bags and removed nightly from the room.

**PERSONAL CONDUCT**

At all times, the RENTER and all associated with the RENTAL organization are required to conduct themselves in a way that respects everyone's personal space and dignity, and is mindful of the numerous other members of the public using the DAC. The following types of behavior will not be tolerated:

1. Verbal/Physical aggression toward anyone, including employees.
2. Abusive behavior toward anyone, including employees.
3. Behavior or productions that promotes or glorify hatred, violence, racial, sexual, or religious intolerance.
4. Blatant non-compliance of directives given by any COA employee in the interest of public safety.

**EXITING PROCEDURES**

The RENTER must comply with all exiting procedures below. Failure to Do so will result in loss of deposit and/or additional charges.

1. Sweep Stage/Dressing Rooms/Green Room/kitchenette
2. Wipe down all countertops and tables
3. Remove all personal property from facility
4. Pick up all debris/trash from house floor, inspect seating area for any spills and report them.
5. Restore drapery to original location.
6. Restore lighting console and sound mixer to their original set up.
7. Check that all appropriate cabling is reconnected.
8. Collect and remove trash from all spaces used and collect into large can in kitchenette.
9. Return all audience seating to original location, take down and return all prop tables.
10. Return any and all rental equipment to COA staff.
11. Remove all food items from fridge and kitchen counters
12. Lock sound booth, dressing rooms and light storage room, return keys.

**IT IS STRICTLY PROHIBITED TO LEAVE ANY LARGE SET PIECES NEAR OR IN DUMPSTER. THEY MUST BE REMOVED FROM SITE.**

By my signature below I represent that I have reviewed all reservation policies and procedures with the PARD Theater staff and I agree to follow them. I understand my responsibility in following these policies and procedures.

**RENTER:**

\_\_\_\_\_  
(printed name)

\_\_\_\_\_  
(title)

\_\_\_\_\_  
(signature)

