

# DOUGHERTY ARTS CENTER THEATER FACILITY POLICIES AND PROCEDURES

## 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 stage 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. Keys MUST be returned at the end of each day.

## 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 in the Dougherty Arts Center without the appropriate approval forms and proof of insurance as described in the RENTER'S signed Reservation Agreement.

## 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. Stage curtains can be adjusted but MUST be put back to their original placements 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 60 days before move 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.

## **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. Dougherty Staff are not required to assist with technical Issues.

## **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 given at the time of reservation  
At the end of each day.
3. RENTERS ARE PROHIBITED FROM USING GREEN ROOM AS A DRESSING ROOM.
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 individuals.

## **EXITING PROCEDURES**

The RENTER must comply with all exiting procedures (posted throughout theatre facility). Failure to Do so will result in loss of deposit and/or additional charges.