



# FACILITIES USER GUIDELINES FOR RENTERS

REVISED 1/29/17

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## GENERAL GUIDELINES FOR ALL OF THE ROOMS AT THE CENTER

### ***Applications***

Generally, Facility Use Applications must be received at least thirty (60) days prior to the event date, but no more than one year in advance. All facility applications are subject to review and approval. Cancellations must be made at least 30 days in advance of the event date and are subject to a cancellation fee. Cancellations after 30 days in advance of the event date are non-refundable. Failure to clean and vacate the facility by the time designated on the application may result in additional charges and/or forfeiture of the security/cleaning deposit. Your reservation is not secured until The Center has received your security/cleaning deposit and a signed contract.

### ***Personal Responsibility and Liability***

Facilities must be used for the purpose stated on the application. The applicant assumes all responsibility for the conduct of the group using the facility and shall be held liable for any damages that occur during the period of use. Any event that violates the conditions of the application, violates any provision of the law, causes a disturbance of public peace, threatens public safety, is considered unreasonably dangerous, or endangers public or private property is subject to closure. If any part of the facilities or its contents are damaged during usage, the Center will perform 'due diligence' investigations to determine if the damage was caused by the user's staff, participants, or patrons. If it is found that the damage was caused by the user's staff, participants or patrons, the user will repair the damage or reimburse The Center for the cost of repairing the damage. Renters are not to initiate repairs to any broken equipment unless (1) there are immediate issues of safety or (2) permission from The Center to order repairs has been obtained.

### ***Pre/Post Inspections***

The applicant or authorized representative must meet with The Center staff before the scheduled usage time in order to obtain keys and review checkout procedures. A copy of the Facility Use Application will be needed at this time.

## ***Scheduling***

With few exceptions, your use of the rooms at The Center is non-exclusive, and The Center reserves the right to schedule non-conflicting use of any room within the time frame of your contract. In such cases, you are expected to leave the rented space in a clean and orderly condition in preparation for use by either The Center or other renters. This includes removing any furniture or decorations that might encumber the activities of the additional user.

## ***Insurance Requirements***

A Certificate of Insurance in the amount of \$1million for bodily injury and property damage may be required (check with The Center staff). Facility use will be revoked if satisfactory proof of insurance is not provided at least seven (7) days prior to the event. The certificate must include the facility name and date of your event and list The Center as “additionally insured.”

## ***Permits***

A Seller’s Permit may be required when a commodity is sold to the public (Grass Valley Finance Department)

## ***Keys***

If you require a key to either the outside doors or to any room in The Center, arrangements must be made with the Facilities Manager by calling 274-8384, ext. 15. Any keys issued will require a refundable deposit of \$50 made payable to the Center for the Arts. When the keys are returned, your check will either be destroyed or returned to you.

## ***Furniture***

Tables, chairs, white boards and other furnishings may be arranged for either by including these items on your application or by calling the Facilities Manager at 274-8384, ext. 15. In most cases, your furniture set up can be done in advance by The Center staff. Tables and chairs are stored inside the main auditorium in the space between the audience seating area and the wall adjacent to the double doors leading to the Gallery. Please do not remove tables or chairs from any of the other rooms. If you need to do so, please obtain the permission of The Center staff, and return these items to their proper location once your event has finished.

## ***Audio-Visual Equipment***

The Center can provide basic audio-visual equipment, such as a portable PA system, video monitor, DVD player or extension cords by indicating these items on the application. Unless you are in the main auditorium, you would have to provide your own video projector. In the main auditorium, the video projector has been positioned and programed for use with the electric screen, and this programing and location cannot be changed. If projection onto another surface is required, then a projector would have to be rented and installed for that purpose.

## ***Smoking***

Smoking is not allowed inside the building, and smoking outside the building is restricted by

California law to a minimum of 20 feet from any operable door or window. City ordinances further restrict smoking anywhere on the street or sidewalk in the front of the building.

### ***Internet Access***

Wireless Internet access is provided throughout The Center. Access in the front part of the building is via CFTA MAIN, and access in the Off Center Stage is via CFTA OFF CENTER. The password will be given to you upon acceptance of the signed application. In addition, wired Internet access for computer presentations is provided in both the Main Stage and the Off Center Stage, and VGA connections to the house projector are provided on stage right of the Main Stage only.

### ***Ventilation***

Thermostats are generally set to 72 degrees; however, if the circumstances of your event require a warmer or cooler setting and the thermostat in your area is in a locked case, please advise the Facilities Manager at 274-8384, ext. 15. If the thermostat is accessible, just enter the desired temperature and press the 'Hold Temp' button, and the new temperature will be maintained for three hours.

### ***Staffing***

The Center for the Arts reserves the right to require users to provide a qualified house manager, security services, sound technician, and/or lighting technician. User-appointed personnel for these positions must be pre-approved by The Center for the Arts, and any cost associated with this is the user's responsibility. If your event requires additional staffing that you would like The Center to provide, the following staff positions may be arranged for:

- Stage manager
- House manager
- Ticket taker
- Merchandise salesperson
- Lighting technician
- Audio technician
- Projectionist
- Stage crew
- Wardrobe
- Security guard
- Make-up artist
- DJ
- Bartender
- Concessions seller

These staff positions must be requested at the time you submit your application (a fee schedule for the various staff positions appears on the Facility Use Application).

### ***Children at the Center***

Children play a big part in the activities at the Center, and if your event involves children, please

note that they must have adult supervision at all times, and under no circumstances are children to be left unattended in any of The Center's rooms.

## ***Emergency Protocols***

***In Case of a fire***, call the Fire Department at 530-274-4370, and then attempt to put out the fire using any one of the six fire extinguishers located at the Center. The fire extinguisher locations are as follows:

- Main lobby, on the left side of the main entrance doors
- Main Stage auditorium
  - To the left of the double doors leading to the lobby
  - To the right of the double doors leading to the parking lot
  - At the tech table
  - Back stage left near the piano enclosure
- Electrics Room
- Tool Room, on the left wall as you enter the room
- Off Center lobby, to the right of the double entrance doors
- Off Center Theater, to the right of the double doors leading to the parking lot

***In Case of a Power Failure***, emergency lights at all exit signs will be activated for approximately 90 minutes to allow for safe egress. In the Main Stage Auditorium, flashlights can be found at the lighting /sound desk (at the top of the seating area) and in the bar in the VIP Lounge. In the Gallery and Entrance Lobby area, flashlights can be found at the ticket counter and at the bar. In the Off Center Stage, flashlights are stored both in the control booth and in the service counter under the window in the lobby. Please use the following procedure if a power failure occurs during your event:

1. Let your attendees know that you are contacting PG&E to determine how long the power is expected to be off. Have a representative from your group call the Facilities Manager at 530-798-9090 to report the outage, followed by a call to the PG&E outage line at 800-743-5002 to determine when the power might be restored. Assuming a reliable estimate can be made, announce it to your attendees, so that they can make an informed decision about whether or not to stay at the event.
2. If an assessment of the expected duration of the power failure is not immediately available, then decide how long you will wait for the power to resume before canceling your event, and then let your attendees know.
3. Turn the house light or room light switches to the "on" position, so that when the power is restored and the emergency lights go off, your attendees will not be left in total darkness.
4. Station your ushers or event helpers at stairways and doorways, and have them assist those who wish to leave immediately.
5. If and when you do vacate the building before the power has resumed, turn off all thermostats, appliances, room light switches and stage lighting and audio system main power breakers before leaving.

***In Case of Personal Injury***, an incident report should be filled out by the person in charge at the time of the injury. Blank report forms can be found in the House Manager's station in the Off

Center Stage Lobby and at the Reception Desk in the Main Lobby. Completed forms should be given to Sara Zahn.

***Complete Emergency Action Plan Details*** will be supplied to you with your signed copy of the rental contract. Additional copies of The Center's Emergency Action Plan can be found in the Off Center Stage ticket counter and at the Reception Desk in the Main Lobby.

## ***Marketing***

The Center promotes events through newspapers, radio stations, email blasts and on our web site. The Center can have a large poster printed for display in the front window of The Center to promote your event during the week of the event. All marketing materials for events at The Center must include The Center logo, and all printed promotional materials must be approved by The Center prior to printing.

## ***Clean-up***

Please remember that another group might be using the space immediately after you, and that you are responsible for any and all clean-up following your event. In most cases, this will include folding up tables, stacking chairs, removing marks or smudges from walls, sweeping the floor and placing any trash into the appropriate containers. Brooms, dust mops, dust pans, mop buckets and other cleaning tools and supplies can be found both in the Utility Room off the Main Gallery and in the storage area at the north end of the Off Center Stage.

## ***Check-Out***

Please leave the building in the same condition it was found.

- Nothing should be left on the premises overnight to be cleaned up in the morning without pre-approval by The Center staff.
- Pick up trash, both inside and outside the facility, and then empty trash cans into the dumpster immediately outside the back doors. Trash bags are provided by the Center and are stored in the Utility Room off the main Gallery.
- Clean and store all tables and chairs in proper locations.
- Sweep the floors.
- If you have been given a key by the Facilities Manager, then it will be your responsibility to make sure that, in the case of the Gallery and Main Stage spaces, both the front and back doors to the building are locked when you leave, and, in the case of the Off Center Stage and Lobby, both sets of doors that open onto the parking lot are locked.

Breakdown and cleaning is to take place within the allotted time as indicated on the contract. The facility must be clean and vacated by the designated time, or additional charges may apply.

## ***Parking***

The fire lane at the rear of the building must be kept clear of vehicles, except for loading and unloading. At no time should anyone be climbing on the metal railings that surround the upper parking lot. Overnight parking, closing off either of the parking lots, and adding or removing reserved parking signs must be approved in advance by the Director of Facilities and Operations.

At no time should your vehicle be parked in a space that is reserved for another person within the time limits that are posted.

### ***Payment Schedule***

Payment for facilities usage is due to The Center prior to the event day. Cleaning deposits will be refunded within seven (7) days if they are not needed to cover damages or lack of proper cleaning. You will be charged for any extraordinary maintenance costs incurred by The Center due to your usage.

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## **SPECIFIC GUIDELINES FOR THE MAIN STAGE AND THE OFF CENTER STAGE**

### ***Sets***

Sets are the responsibility of the production or group renting either the Main Stage or the Off Center Stage. The renter's contract implies no access to The Center for furnishings, materials or tools, but in certain cases these items may be used with prior permission from the Center.

Both the Main Stage and the Off Center Stage are multi-use facilities, and sets must reasonably accommodate other renters and house performers while not being used by the renter. In the Off Center Stage, access to the poster display windows on stage right must be maintained, and sets may not extend into the utility space upstage right where the backflow prevention device is located. In the Main Stage Theater, access must be left open to the piano storage enclosure, the audio cabinet, and the stairs to the Electrics Room (all on stage left), and the SDI emergency exit corridor on stage right must be kept clear of furniture and props, except when this space is used for carrying such items on and off stage during a rehearsal or performance. Placement and design of scenic elements in both venues must be cleared with the Facilities Manager before they are installed.

Renters are encouraged to construct their sets off site, and then assemble them at The Center, since there is no scene shop at The Center, and to utilize construction methods consistent with repertory theater standards—i.e., using loose pin hinges for easy disassembly and casters for easy mobility on the stage. The Center will provide your designers with any technical information—including stage plan and elevation drawings—that is necessary for designing and building sets off site. If any on-site construction and painting are required, please use drop cloths for all such projects, while working either indoors or in the parking lot adjacent to the theaters. Painting of the stage walls in either venue with the intention of integrating the walls into the scenic design will not be allowed. In the Off Center Stage, painting of the stage floor as a scenic element is allowed however, in the Main Stage Theater it is not allowed.

The Center cannot provide storage for sets or set pieces prior to or beyond the term of the rental agreement, unless prior arrangements have been made for such storage. The Center and its staff reserve the right to remove any item from a renter's set or the theater if its use has not been approved or if it is found in the space outside—either before or after—the period covered by the rental contract.

## ***Stages***

Drilling holes in the Main Stage floor is not allowed, nor is using nails, staples or duct tape, although gaffers tape, spike tape and glow tape are approved for use. Only Center approved stage paint is to be used on the stage floor of both the Main Stage and the Off Center Stage. Please do not use nails, tacks or staples to hang decorations on the stage facing—a series of small hooks across the front of the stage offer a provision for stage decoration.

## ***Soft Goods***

The cyc, upstage curtain and legs are permanent elements of the Main Stage space, and may not be moved without prior arrangement with the Facilities Manager. In the Off Center Theater, the black curtains covering the upstage storage areas require similar arrangements to move. In the event that permission is granted for the repositioning of these elements, everything must be returned to its original position following your event. In the event that these items are moved without prior permission, a cost will be incurred for restoring them.

## ***Platforms, Stairs and Flats***

In the Main Stage, six stage-height 4x8 platforms are available for extending the forestage, In the Main Stage, two stair units can be positioned at the renter's discretion to provide audience access to the stage (or not used at all if that is your choice). The hardwall flats comprising the left and right sides of the Main Stage proscenium portal are permanent and may not be moved.

## ***Rigging***

Much of the rigging in the Main Stage is for the AirAligned dance company, which is headquartered at the Center. No part of this rigging may be used or altered by renters. Additionally, support cables and hardware for the Main Stage lighting grid and onstage curtains may not be moved or altered in any way. The Off Center Theater has no significant rigging.

## ***Lighting***

The house lighting plots for both the Main Stage and the Off Center Theater will cover a broad range of your lighting needs. In the Off Center Theater, it will be necessary to activate the dimmers and control board from the small electrical panel before your event starts. In the event that the renter cannot provide an approved lighting technician, The Center can recommend or provide one for an additional charge. Any changes to the programming of either of the consoles or to either of the standard lighting plots must be pre-approved and scheduled through The Center. Cabling for the house plot in both venues is permanent, and any circuiting changes must be done with temporary cables. At the conclusion of your event, if you have made any changes to the house plots or any of the lighting equipment, all temporary cabling must be removed, and all lighting equipment must be restored to its original condition and position before you vacate the premises. In the Main stage auditorium the wooden breaker panel must be locked, and in the Off Center Theater the breakers used to activate the dimmers must be turned off. The lighting control board may be removed by The Center at the renter's request in order to accommodate a control board provided by the renter.

## ***Sound***

A Center approved sound technician must be present whenever any of the sound equipment in either venue is used, and the rates can vary, depending on the technician. At the conclusion of your event, microphones and cables must be locked in the sound cabinet on stage left, and mic stands must be stored in the mic stand rack upstage near the piano enclosure. A note about DB levels: because sound volume during a stage performance has a marked influence on the comfort of the listening audience and because the bass buildup in the Main Stage is very hot, The Center for the Arts management will not allow any audio engineer to have total control over performance audio levels, so that we might ensure both the audience's safety and The Center's reputation. CFTA management deems a reasonable sound limit to be no higher than 100dB A-weighted average. An occasional peak above 105 dB A for dynamics in a performance is acceptable, but not on a sustained basis. (For reference, OSHA specifies a maximum of 2 hours at 100 dB A, and the NIOSH 2-hour limit is only 91 dB.). The sound control board may be removed by The Center at the renter's request in order to accommodate a control board provided by the renter. Under no circumstances are the house speakers in either venue to be removed from their current hanging location. In the Off Center Stage, in order to minimize the amount of intrusion of the house speakers into the stage space, the bottoms of the speakers may be swung upward and attached to the cross beam at the proscenium using the hardware provided for this purpose.

## ***Costumes and Props***

You will be responsible for the security of your own costumes and props. The Center does not provide sewing machines or other costuming tools.

## ***Pianos***

To use the Center's Steinway piano, it will be necessary to complete the On-Site Rental and Use Request for the Steinway D Piano. The Steinway piano may only be used on the Main Stage, and the conditions of use, as well as the fee schedule, are outlined on the Use Request form. The Center contact for Steinway piano usage is Nancy Solyan, 274-8384, ext. 16. Two smaller studio upright pianos are also available for use by renters—one on the Main Stage and one in the Off Center Stage. Neither of these requires separate permission to use; however, the renter is expected to exercise reasonable care when using either of these two instruments.

## ***Seating Areas***

Eating and drinking are permissible in the seating areas of both the Center Stage and the Off Center Theater, both before and during an event, but please remember that another group might be using the area immediately after you, so be sure to pick up any food items or litter before leaving.

## ***Ventilation***

Thermostat controlled heating and cooling are available in both venues; however, in the Main Stage, these thermostats are locked and are to be controlled only by The Center's staff. Additional ventilation in the Main Stage consists of two gas heaters over the dance floor area and a swamp cooler located on the north end of the auditorium. The heaters are loud and we

recommend that you run them only before shows and during intermission, if needed. They are on two timers and take a few minutes to run on and off, so remember to shut them off a few minutes before the show starts. The timers are located on the back wall by the tech booth and on the wall next to the downstage left speakers. The swamp cooler controls are located next to the emergency exit doors and are marked “fan” and “pump”. The swamp cooler fans can be run independently of the pumps but at no time should the pumps be run without the fan.

## ***Scheduling***

With few exceptions, your use of the stages and auditoriums is non-exclusive, and The Center reserves the right to schedule non-conflicting use of both the Main Stage and the Off Center Stage within the time frame of your contract. In such cases, you are expected to leave the stage in a clean and orderly condition in preparation for use by either The Center or other renters. This includes removing all set pieces, props, or decorative hangings from the performance area of the stage and checking with The Center regarding the possibility of storing any scenic elements in the wings until they are to be used again. If it is not possible to leave scenic elements in the wings due to the space requirements of the other users of the stage, then you must make arrangements for storage elsewhere until your use resumes.

## ***Check-Out Procedure***

**The following instructions apply only to the Main Stage Auditorium and lobby:**

- Place all stage lighting control faders on both control boards, including the grand masters, in the off position.
- Turn off the lighting control board
- Turn off all of the house fans.
- Cover the light board with the dust cover provided.
- Leave the fluorescent work lights in the audience area on.
- Turn off both the fan and the pump for the swamp cooler.
- Switch off the stage work lights.
- Turn off all of the exterior architectural lights, as well as all of the lights in the lobby and rest room area, except for the large torchierre lamp near the ticket desk.
- Be sure that both the front lobby doors to the foyer and the back doors to the auditorium are locked.

**The following instructions apply only to the Off Center Stage and lobby:**

- Place all stage lighting control faders, including the grand master, in the off position.
- Turn off the tech booth light.
- Turn off the four breakers in the small electrical panel that control the stage lighting system.
- Turn off the theater house lights.
- Turn off the lobby room lights.
- Be sure that both the theater doors and the lobby doors to the parking lot are locked.

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## **SPECIFIC GUIDELINES FOR THE ART GALLERIES**

### ***Inventory***

The artist or artist's representative must agree to provide a complete inventory list of artwork with titles and sales prices prior to the exhibition.

### ***Marketing and Promotion***

The artist or artist's representative must promote and publicize the exhibition, including The Center for the Arts logo on all collateral materials, and having all collateral materials approved by The Center prior to release. The Center will review all promotional materials for approval in a timely manner and include the exhibition and reception details in monthly press releases to the media and on The Center's website.

### ***Installation of Artwork***

Artwork must be installed in a manner that will not obstruct ingress and egress of patrons throughout the facility and that is in compliance with all building and fire regulations. Installation methods must be approved by the Gallery Manager, and artwork may not be directly painted or drawn on the gallery walls. The installation must be left intact during the published dates of the exhibition.

### ***Security***

The Center cannot assure the security of the artist's work while it is on display, and must agree to hold The Center, its staff, representatives, and patrons harmless for any damage, breakage, or loss incurred to any artwork during the installation, exhibition or storage of the artwork.

### ***Right of Refusal***

The Center has the right to refuse any piece of artwork.

### ***Sales and Commissions***

The artist or artist's representative must provide The Center with a 30 % commission on all artwork (including prints) sold from the Gallery during the period of the exhibition and pay sales tax to the appropriate taxing agency with all tax monies sent by The Center to the artist for artwork sold through The Center. The Center will handle sales of artwork during regular business hours, and will collect sales tax on sales made through The Center box office and forward both the sales proceeds and sales tax revenues to the artist. The Center will provide a sales reconciliation to the artist.

### ***Artist Receptions***

Three tables and ten chairs will be provided for the exhibition reception (additional items may be available upon request), and the artist may provide food and non alcoholic refreshments. If the artist would like alcoholic beverages to be sold at the reception, The Center must be notified at the time the contract is signed, and all alcoholic beverages will be sold by The Center.

### ***Removal of Artwork***

At the time of removal, the artist must fill any holes and remove any markings that were the result of the installation. Spackle and touch up paint will be provided by The Center. Any artwork remaining in place beyond the removal date mentioned in the contract will be removed and stored by The Center, and the artist will pay storage fees of \$5.00 per day.