

UPAC Cinema Projection Contract

Film Title: _____ *Showdate:* _____

Sponsoring Organization: _____

Contact Person: _____

Address: _____

Phone: _____

Email Address: _____ *Account & Subcode:* _____

Room: DCC 308 _____ *Payment:* Full 50/50 Option A

Showtimes: 7:00, 9:30, and Midnight *Other:* _____

Cartoon: Yes No *Type:* _____

Projectionist's Fee: \$5.50 per hour (\$22.00 minimum)

(Note: Standard postage fees are approximately \$50.00 for feature films. Cartoon costs are normally \$25.00 but may vary. UPAC Cinema does not guarantee specific cartoon titles, however, we can try to obtain a certain type.)

We, the undersigned, have read all sides of this contract and agree to the conditions listed.

Sponsor Date

UPAC Cinema Chair Date

Club Films Coordinator Date

This contract is not valid unless signed on all sides.

UPAC Cinema Projection Request

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Sponsoring Organization: _____

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Showtimes: 7:00, 9:30, and Midnight *Other:* _____

Film Title: _____

Alternate Title: _____

Alternate Title: _____

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We, the undersigned, have read all sides of this request and agree to the conditions listed.

Sponsor Date

UPAC Cinema Chair Date

Club Films Coordinator Date

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Contract Conditions

1. This contract must be completed fully and submitted within one week from the Club Films Selection Meeting, or as specified by the UPAC Cinema Chair and the Club Films Coordinator by either being placed in the UPAC Cinema mailbox in the UPAC Office (RU 205) or in person to the Cinema Chair or the Club Films Coordinator. Other non-Saturday night contracts must be submitted at least two weeks prior to the showdate. Violation of this contract or the Club Responsibilities Sheet is grounds for refusal of future contracts. UPAC Cinema will attempt to honor all requests unless physically unable to do so. Any contract not submitted within the deadlines stated above may be charged a late fee of \$25.00 or refusal of the request at the discretion of the UPAC Cinema Chair and the Club Films Coordinator.
2. This contract is not valid until all sides are read and signed by the sponsor and the necessary UPAC Cinema members. Until that point this is simply a request and is no way binding on UPAC Cinema.
3. Any club wishing to participate in the 50/50 plan must be Union-funded at the time of the Club Films Selection meeting. If a club is not Union-funded, it may not participate in the 50/50 plan. A film may be denied if it does not meet budget requirements as specified in the current UPAC Cinema Budget.
4. Sponsors using the full payment option must have the funds to do so. Union-funded organizations are usually not budgeted for this, and they must either receive Executive Board approval or choose the 50/50 option, where the net profit is split between the sponsor and UPAC Cinema. For both options, the cost of the film, cartoon if requested, publicity as required by the contract, all postage and projectionist fees will be deducted from the collected income (Saturday films) or billed to the sponsor (non-Saturday films). The sponsor is responsible for any additional costs.
5. Any sponsor failing to fulfill this contract or the Club Responsibilities Sheet will be penalized as follows:
 - The organization may be refused contract approval for a period decided upon by a vote of the UPAC Cinema officers.
 - The organization may have their profit reduced by an amount set by a vote of the UPAC Cinema officers at a UPAC Cinema business meeting. If UPAC Cinema's share of the profit is less than \$50.00 then the club will be billed for \$50.00.
 - A full-payment option organization failing to meet any or all responsibilities will be billed for any net loss or have a percentage of their profit withheld. The percentage will be determined by a vote of the UPAC Cinema officers.
 - Any organization providing less than 6 people to work at least one hour prior to the first show and throughout to the end of the last show, including at least three people to cleanup at the end of the night, will automatically be billed for 100% of any net loss or receive 25% of any net profit (if UPAC Cinema's share of the profit is less than \$50.00, then the club will be billed for \$50.00). In addition, the club will be billed for as many people as necessary (up to 6) to fill vacancies left by the club. The Club Films Coordinator will obtain the people necessary to fill the vacancies, and they will be paid at \$5.00 per hour with a 1 hour minimum. The club will be billed for any such payment.
6. The sponsor is REQUIRED to report attendance figures to either the projectionist or the Club Films Coordinator for all UPAC Cinema-ordered films. Funds collected will be deposited in the Union Depository into account #302410.3133 by the Club Films Coordinator (or by the projectionist for other films).
7. UPAC Cinema will order and return films for Saturday Night Club Films and on situations decided upon by the UPAC Cinema Chair. UPAC Cinema can not guarantee the availability, arrival, or the condition of the film.
8. UPAC Cinema will also provide projectors necessary to show the film. UPAC Cinema provides sound equipment in DCC 308. The sponsor is responsible for obtaining sound equipment in any room other than DCC 308. For some movies UPAC Cinema reserves the right to charge a \$25.00 equipment fee.
9. UPAC Cinema officers may enter the theater at any time (list available upon request). The sponsor is responsible for all advertising. Promotional material is a \$25.00 cost that the club must pay in order to show the film. Other promotional efforts, beyond UPAC Cinema's, on the part of the sponsoring organization are encouraged.
10. UPAC Cinema reserves the right to cancel a show under the following stipulations:
 - Loss or failure of equipment or subsystems, including loss of room reservation and the film does not arrive.
 - Sudden illness or injury of the projectionist requiring medical attention.
 - If the physical condition of the film is deemed too poor to show. If time permitting, a reasonable effort will be made to find a replacement or substitute.
 - If starting or continuing a show poses a threat to the safety, health, and/or security of the building, its occupants, or the RPI campus.
 - By an order of any authority higher than UPAC Cinema, including, but not limited to, the Rensselaer Union Executive Board, Union Administration Office, Dean of Students Office, Public Safety, Troy Police, and Troy Fire Department.
 - Any extenuating circumstances beyond the control of UPAC Cinema.

We the undersigned, understand and agree to the terms listed in this contract.

Sponsor

Date

Saturday Night Club Responsibilities Sheet

1. UPAC Cinema reserves the right to change its policy during the semester. The club will be notified of any pertinent changes to this contract or the Saturday Night Responsibilities sheet.
2. If the person signing this contract for the sponsoring organization does not have the authority to do so, this request will be void. The person must have financial authority to sign this request.
3. All attempts will be made to have any account transfers completed no later than the end of the semester in which the transfers were initiated. The club representative must be present to initiate any account transfers.
4. Six or more people representing the sponsor MUST arrive at least 60 minutes prior to the first showtime and are responsible for security, ID checking, selling and ripping tickets, and room and building condition and cleanup. Six organization representatives must be present at all times until the end of the last show. Three people are required for cleanup at the end of the night, and one person in charge must be present for the entire night. The sponsor is responsible for reserving any rooms necessary for the film (except for Saturday Night Club Films in DCC 308). Specific instructions on the above jobs will be provided before the start of the first show.
5. Six or more members of the sponsoring organization must remain at the show throughout the night. If six members are not present at any given time, the sponsor may be billed as per the conditions on the contract.
6. If the club is unable to provide the required six people at any time during the night, the club MUST notify the Saturday Night Coordinator or the Chair, giving at least two hours notice. The club is required to pay the UPAC Cinema projectionist for the night. The total cost for a Saturday night is 15 hours at \$5.50 per hour. Only UPAC Cinema Qualified Projectionists can run films for UPAC Cinema. However, the projectionist may decline payment if he or she wishes. This arrangement must be made between the sponsor and the projectionist, and the UPAC Cinema Chair must be notified.
7. The sponsor agrees to honor UPAC Cinema Admission Passes free of charge and also to charge the admission rate set by UPAC Cinema and the Rensselaer Union Executive Board for all Saturday Night contracts.
8. The sponsor is entirely responsible for making sure all rooms are kept clean and free of damage. If a room is damaged by a club member, the club is responsible for any and all damage costs.
9. The UPAC Cinema Saturday Night Coordinator has total authority over all financial aspects of the show. Under no circumstances may the club take and deposit the money themselves. The Saturday Night coordinator is the person in charge of the night and all club members.
10. If the cash box total is lower than the calculated total, the club will be billed for the difference.
11. UPAC Cinema reserves the right to provide workers at a pay rate of \$5.00 / hour if the sponsor does not provide an adequate number of workers (six for Saturday night film).
12. UPAC Cinema reserves the right to stop the show according to UPAC Cinema policies. Reasons for doing so include, but are not limited to, audience members requiring medical attention, technical problems, etc.
13. The sponsoring organization is granted one overhead projector to advertise for themselves. Other arrangements must be made with the Saturday Night Coordinator. The Saturday night film is a place to promote your organization to the movie-going public. Every attempt must be made to take advantage of this.
14. The sponsoring organization has the option of selling concessions. However, the sponsoring organization MUST PROVIDE their own concessions. No UPAC Cinema concessions may be used and sold. However, some left-over concessions may be purchased by UPAC Cinema at the end of the show, if the sponsor desires. The UPAC Cinema Friday Night Coordinator is the only person authorized to buy the concessions for UPAC Cinema.

We, the undersigned, have read all sides of this request and agree to the conditions listed.

Sponsor

Date