

### **Rental/Use of the East Theater:**

The VCA East Theater is a 149 fixed-seat venue with a stage measuring 36 feet wide by 19 ½ feet deep, a scene construction shop, two backstage dressing rooms, including a private restroom. There are two accessible restrooms open to the public, and facilities to serve already-prepared refreshments exist in the Intermission Room (see page 8). Tours of the VCA are available at no charge by appointment.

First priority for the use of theater facilities will be given to Stage Company productions.

Next priority will be given to Carbondale Community Arts and its programs.

Subsequent priority will be given to:

- Carbondale city or university-connected groups, or other nonprofit groups engaging in the teaching and development of the performing arts in Southern Illinois;
- Other applicants based on the proposed use of the space, past participation in the VCA (including but not limited to volunteer hours and financial support), artistic merit, and outreach to underserved populations.

Other guidelines for theater use:

- Reservations should be requested in writing by completing the appropriate application between 3 to 12 months in advance. Applications for facility usage are available by calling the Executive Director at 618-201-5245. No more than 160 patrons will be admitted to any event.
- In addition to any rental charges, a damage deposit will be assessed by the VCA, depending on the complexity of the event(s).
- Applicants will show proof of liability insurance for the event(s) being planned.
- Renters will be responsible for their own advertising, ticketing, accounts, and concessions, and will provide at least two trained house managers or ushers for each performance.
- If the VCA marquee is operational, it may be available for event signage. Printed signage may also be allowed but must be pre-approved. Rental rates for the marquee and poster cases will be specified in the application response.
- Renters needing theatrical lighting or sound must make separate arrangements with the Stage Company. Insurance requirements require that only insured personnel operate such equipment.
- Renters are expected to clean up after themselves both during and after an event; janitorial equipment such as brooms, mops, and an onsite dumpster is available for this purpose.
- All use of theatrical fastening (screws, staples, nails, tape, and so forth), paint, or outside lighting or sound equipment, must be approved.
- All minors on the premises must have adequate adult supervision.
- No illegal activities, to include drug use or gambling, will be allowed on the premises. No alcohol is allowed except as permitted by the city of Carbondale.

Violations will result in cancellation without refunds. Law enforcement agencies will be contacted immediately for support and assistance.

- The VCA is not responsible for accidents, injury, or loss of property.

*Requests for the use of the scene shop, or assistance with directing, designing, set construction, stage managing, staging materials, costumes, props, or makeup are **not** included in the facility rental application. However the Stage Company or its members, Carbondale Community Arts, or other groups or individuals may be willing to provide technical assistance or the loan of property, if requested. They should be contacted directly.*

The renting party will use the theater building and premises only for officially scheduled and contracted events. The building is not to be used by individuals connected with the renting party outside these official events. Permission to use the theater does not imply endorsement by the VCA of the viewpoints expressed by the persons or organizations using the rooms. No advertisement or announcement implying such endorsement shall be used to promote any event in the theater.

The VCA reserves the right to refuse the use of the east theater or to discontinue the use of the theater by any individual or group. Renters may not discriminate either in their programming or admissions on the basis of race, religion, color, sex, sexual orientation, political affiliation, or beliefs. All events must be kept open to VCA representatives, who will be present at every event. The VCA reserves the right to take photographs of events for its own records and for future promotional materials.

Smoking, open flames, and pyrotechnics are not allowed anywhere in the theater. Firearms are not allowed in the theater. Exceptions for on-stage theatrical use may be requested in writing and submitted to the Operations Committee of the Varsity Center for the Arts in conjunction with the rental application.

Renters will insure all of their participants are familiar and compliant with these guidelines.

### **Rental/Use of Intermission Room/Kitchen Area/ Corridor/Public Restrooms**

The intermission room and corridor area of the VCA are available for rental separately or in conjunction with other VCA facilities. The Intermission Room can function as a meeting room (seating capacity: 60) or reception area.

Until the completion of building renovations, the Intermission Room may also function from time to time as gallery space under the management of Carbondale Community Arts. Potential users who wish to occupy the space while a CCA AND/OR VCA-sponsored exhibit is in place may not remove or rearrange the existing art without special permission from CCA AND/OR VCA and are liable for any damage sustained by artwork during the course of a permitted use. NOTE: Artists who wish to exhibit in the space under the auspices of CCA AND/OR VCA should contact that organization directly. An exhibit application form is available by calling the Executive Director at 618-201-5245.

The corridor may be utilized during permitted use periods for ticket sales or overflow from other rental/use areas but has no seating capacity. Any use of the Intermission room /corridor area must be approved in accordance with the policies and procedures for building use in general. (NOTE: Setup time is not included in event rental fees and will be separately billed.)

In addition, the following restrictions apply:

1. Decorations/Displays/Artwork

a. Nothing may be affixed to the walls or ceilings.

b. Artwork or other items to be displayed by permitted user during the use period may be hung with approved mounting hardware only and must be removed at the end of the agreed use period. (Limited supplies of special mounting brackets are available to use in conjunction with wire of monofilament to hang two-dimensional artwork/posters/displays not exceeding 15 pounds.)

c. Artwork or other items to be displayed must be installed under the supervision of VCA representatives. Because children and adults with varying degrees of maturity visit the premises, display contents are subject to approval by VCA. The VCA reserves the right to reject any exhibit or display in full or in part.

d. Free standing exhibits or displays must not restrict access to exits or restrooms and should not interfere with normal traffic flow throughout the building or otherwise inhibit handicapped accessibility. VCA will determine whether setup offers adequate access/egress.

e. No signage may be affixed to the outside of the building without prior approval of VCA. All signage must be designed to fit within exterior signage windows and drafts must be submitted for approval two weeks in advance of rental. Rental of the marquee for signage related to events on the premises may be arranged. Rental fees are \$40 per “night” for marquee lighting and \$15 per hour for installation of letters.

2. Use of tables/chairs

The VCA owns 10 tables (seating six persons each) and 60 folding chairs that are kept in the Intermission Room storage area and may be used *within the intermission room only*. It is the responsibility of the permitted user to set up tables and chairs as needed and to wipe down and collapse any furniture that has been used and return it to the storage area before leaving the premises.

3. Use of kitchen/food service

The preparation and service of food on the premises is regulated by the food service license issued by the Jackson County Department of Public Health and is restricted as follows:

- a. Food that has been properly prepared by a City of Carbondale-approved caterer may be served to the public at a public event on the premises. The *sale* of food or beverages by permitted users is not allowed. The kitchen is not equipped

for on-site food preparation. Those using the premises for private parties or meetings that are not open to the general public are permitted to have food items delivered or furnished in “pot-luck” style at any time.

- b. An exception is generally made for pre-packaged non-perishable food and drink only if food handlers wear hats and plastic gloves at all times
- c. Alcoholic beverages may only be served by licensed vendors with current dram shop insurance on file with the City of Carbondale.
- d. No food or beverages may be consumed in the building except in the intermission room, and no food or beverages served by building user may be taken off the premises. Under no circumstances may users or their guests consume alcohol outside the building.
- e. No auxiliary appliances may be used in the kitchen/intermission room without prior written approval by the VCA operations committee
- f. User is responsible for all kitchen clean-up. Trash must be deposited in containers provided for this purpose inside the building at close of the use period.

### *3. Use of restrooms*

Building users are given free access to the restrooms but are responsible for monitoring them throughout the use period and are required to report any maintenance issues *immediately*.