

New Haven Unified School District
JAMES LOGAN HIGH SCHOOL CENTER FOR THE PERFORMING ARTS
Rental Policies and Procedures

General House Rules

a) **General Safety**

- i) Use of any weapons including knives, firearms, or explosives is not permitted in the Logan Performing Arts Center.
- ii) The use of strobe light effects during any event in the theater must be clearly posted in the lobby beforehand.
- iii) No running is permitted in the theater or the theater lobby.
- iv) No feet are permitted on the theater chairs.
- v) No sitting on tables or counters.
- vi) No leaning against or standing on handrails.
- vii) No guests are permitted backstage, in the wings, or in the control booth during an event.
- viii) The renter shall be responsible for the orderly conduct of all persons using the facility during the event. New Haven Unified School District reserves the right to remove, or have removed, any person behaving in an unlawful, disrespectful, or objectionable manner.
- ix) Fights, vandalism, or destructive behavior on the part of any member of a renter's group or its audience will be grounds for immediate cancelation of the event and all future events by the renter. In this case all fees will be forfeited.

b) **Fire Safety**

- i) Maximum Occupancy in the theater auditorium is strictly limited to 599 patrons. At no time may this limit be exceeded. Small children may be seated in the laps of adult patrons provided that there is an empty seat available for the child.
- ii) The use of smoke machines, fog, haze, etc. is not allowed in the theater since the use of such items interferes with the building's fire-detection system.
- iii) All scenery, props and draperies must be flame-proofed before installation.
- iv) The use of any pyrotechnics or open flame at any time is strictly prohibited anywhere in the Logan Performing Arts Center.
- v) Smoking is not permitted anywhere in The Logan Performing Arts Center or on the James Logan High School campus.

c) **Facility Use**

- i) Food and beverages are permitted in the lobby and the green room only. No food or beverage is permitted in the audience seating area or on the stage. Bottled water is the only exception to this rule.
- ii) The consumption or sale of alcoholic beverages is, by state law, illegal anywhere in the Logan Performing Arts Center or on the Logan High School campus.
- iii) With the exception of service animals necessary to assist a person with a bona fide disability, animals will only be allowed in the Logan Performing Arts Center when authorized, in advance, by the theater facilities supervisor.
- iv) **Publicity**
 - (1) Publicity for the rental event is the sole responsibility of the renter.
 - (2) No signage, posters or flyers or advertisements for any event may be posted in or on the facilities or their environs without the prior approval of the theater facilities supervisor. If permission is granted, the renter is responsible for putting up and taking down such promotional material.
- v) **Decorations**
 - (1) Any decorating, covering of, or changes to the facility shall be discussed at the time of the application. The renter shall be responsible for putting up any decorations and all other special preparations necessary for their function. All decorations shall be removed at the end of the function. Renter shall be responsible for the

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- removal of all decorations, attachment material, special preparations, renter's personal property, and any rented equipment before the renter vacates the building. The installation methods for all decorations must have the prior approval of the theater facilities supervisor.
- (2) All decorations must be flameproof or fire retardant.
 - (3) The use of cellophane, all tapes, nails, staples, screws, etc, is not allowed on walls, ceilings, theater seats, furniture, or floors. Insufficient removal of any items will result in additional cleaning charges to be withheld from deposit.
 - (4) Decorations may not be hung from light fixtures, ceiling, heat detector, emergency lights, exit signs, or acoustical ceiling tiles.
 - (5) Open flames, (i.e. candles) are not allowed.
 - (6) All plants, trees, and shrubs must be in waterproof containers and must be carefully placed so as not to damage floor, tables, or block fire exits.
 - (7) No foreign substance may be applied to the floor.
 - (8) No rice, birdseed, confetti, hay bales, etc., are permitted at the theater or surrounding sidewalks and parking lots. **Use of these substances will cause forfeiture of entire cleaning deposit.**
- vi) Rental events that occur during school hours (7:30am-3:30pm weekdays) must provide alternate transportation and parking for their patrons. During school hours the Logan High School parking lot is reserved for staff and students. Logan High School does not provide bus parking.
- vii) At no time will any illegal activity, performances, or exhibition be allowed in the Logan Performing Arts Center.
- viii) Concessions and Merchandise
- (1) Receptions involving the serving of food and drink prior to or following events require approval from the theater facilities supervisor and must be arranged in advance. Additional cleaning and damage deposits may be required.
 - (2) The New Haven Unified School District retains the right to all concessions within its facilities and environs. If renter is granted permission to sell concessions or merchandise the following rules and restrictions will apply:
 - (a) Advance notice of intent to sell concessions must be given to the theater facilities supervisor no less than (14) days prior to the event.
 - (b) All items for sale must be approved by the theater facilities supervisor in advance.
 - (c) All items for sale must be related to the event. No merchandising or retail sales of items unrelated to an event or performance is allowed.
 - (d) The New Haven Unified School District reserves the right to restrict or not permit the sale of any items at the sole discretion of the theater facilities supervisor.
 - (e) All required permits for the sale of food items are the exclusive responsibility of the renter. A copy of all relevant health department permits must be submitted to the theater facilities supervisor no less than (30) days before the event is scheduled to take place.
 - (f) Foodstuffs sold must be limited to pre-packaged, sealed containers only.
 - (g) The renter must agree to hold harmless The New Haven Unified School District from all claims arising out of all merchandise and/ or concession sales.
 - (h) Renter assumes all responsibility for cash handling related to merchandise and/or concession sales.
 - (i) Depending on the degree and value of merchandise being sold, additional security may be required at renter's sole expense.