

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

Theater Production

Access

- i) Entry for the rental group on the day and time of scheduled use requires the presence of the renter or his/her designated and approved representative.
- ii) A representative of the renter, approved by both the renter and the theater facilities supervisor, must be present throughout the renter's entire use of the facility.
- iii) The renter may not enter the facility before the rental is scheduled to begin. This includes but is not limited to, the purposes of catering, set-up, loading in equipment or scenery, dressing room or restroom use.
- iv) If the renter needs to have equipment delivered or picked-up at times other than their scheduled use, arrangements need to be made in advance with the theater facilities supervisor. The renter will be billed for the time involved in the delivery/pick-up. Delivery vehicles should make deliveries to the loading dock area.

Coordination

- i) The renter must coordinate the needs of all aspects of the renter's event with the theater facilities supervisor or his/her designated representative.
- ii) To insure the protection of all in-house equipment and the professional presentation of events all renters are required to utilize the House technical staff for their events, at the rates outlined above in the section titled Rental Fees and Related Costs. (1,c,v)
- iii) No changes or modifications to the fixed equipment or facilities may be made, nor may any equipment be removed from the theater or altered. Any structural or electrical changes may be made only by theater staff with the theater facilities supervisor's approval and only by qualified staff or licensed contractors. All labor needed to make such changes and reverse them will be charged to the renter at the technical staff rate or, in the case of an outside contractor, cost +15%.
- iv) No event taking place in the facility may be recorded, televised, broadcast or used for commercial reproduction without the express written consent of the New Haven Unified School District. The renter must hold the New Haven Unified School District harmless from such activity.
- v) All scenic units, props, and electrical equipment, etc. provided by the renter are subject to a safety inspection by the theater facilities supervisor or his/her designated representative. The New Haven Unified School District reserves the right to prohibit the use of any scenery, property, or equipment that is deemed to be unsafe. Equipment judged to be unsafe must be brought up to minimum standards or be removed from the premises.
- vi) Specialized needs for lights or sound must be arranged at least two weeks in advance with the theater facilities supervisor.
- vii) The renter will not obstruct or restrict the use of any doors, exits, hallways or aisles in the facility. No tripods, cable, or equipment of any kind will be allowed in the audience seating area without the prior approval of the theater facilities supervisor. Under no circumstances shall the view of the audience be obstructed.

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- viii) The theater facility will not be used for long-term storage of sets, props or costumes. Run-of-event storage will be provided as available and by prior arrangement with the theater facilities supervisor. Items left in the facility after the rental becomes the property of the New Haven Unified School District unless previous arrangements have been made with the theater facilities supervisor. The New Haven Unified School District assumes no responsibility for stored or abandoned property or materials at any time. The renter will be responsible for any costs associated with the removal and/or disposal of abandoned property or materials.
- ix) All sound checks on performance days must be conducted at least 60 minutes before the show. No exceptions to this rule will be permitted.
- x) No renter or member of the rental group is permitted in the theater control booth without the permission of theater staff.
- xi) For reasons of safety, no one with the rental group under the age of 18 years may be onstage without adult supervision. Rental groups with large numbers of children must maintain a minimum ratio of one adult for every 10 children on the stage. If a minor's presence is not immediately required on the stage for rehearsal or performance they should be waiting in the green room or dressing rooms and not on the stage.
- xii) Gambling on the premises is prohibited. Gambling shall be defined as any game of skill, chance or raffle, played with cards or any other device for money or any other representative item of value.