

## ***Application Instructions***

***Our Primary goal at the Vern Riffe Center for the Arts is to serve the audience. The staff and equipment of the VRCFA are here to facilitate and help you present an excellent event. Because we serve many, we have established guidelines so that all events are professional, safe, and most of all, bring enjoyment to our patrons. We cannot stress enough the importance of the Space Reservation Form. The more accurate and complete you fill out the form and the earlier you return it, the easier it will be for the staff of the VRCFA to meet your needs. If you have questions about the Space Reservation Form, please don't hesitate to contact us.***

Completed space reservation forms must be received by Vern Riffe Center for the Arts at least 6 weeks in advance.

- Contact the Vern Riffe Center director at 740-351-3621 to discuss dates you would like to request.
- Fill out space reservation form as accurately and completely as possible to enable Theatre staff to provide the most accurate ESTIMATE of costs.
- Carefully review the House Rules. After approval of your application and the signing of the rental lease agreement, it is your responsibility to distribute the VRCFA House Rules to all appropriate people involved in your activity.
- Upon receipt of application, the requested dates are ONLY TENTATIVELY RESERVED for your group. VRCFA will issue a rental lease agreement for you to sign. Do not advertise your event until you have signed a rental lease agreement.
- The representative of the event must schedule a meeting at least one month in advance, with the rental coordinator, technical director of the theater, and the Mckinley Box Office manager and possibly maintenance and security personnel to discuss and prepare for the event.
- 50% of the ESTIMATE is due at the time you sign your lease agreement. The community assistance grant may not be used in lieu of deposit.
- Tickets will not be placed on sale until the lease agreement has been signed.

### CONTACTS

Leo Schlosser, VRCFA Technical Director, 740-351-3699, lschlosser@shawnee.edu

Casey Thornsberry, VRCFA Ticket Office Manager, 740-351-3640, cglenn@shawnee.edu

## RENTAL REQUIREMENTS

**Please read over the following requirements as you consider your rental at the Vern Riffe Center for the Arts. They will help you prepare for the signing of the lease agreement and the organization of your event.**

- A deposit is required for the Eloise Covert Smith Theater and Selby Grand Lobby. Other spaces may be available on a limited basis. The deposit must be received when the lease agreement is signed. The deposit will be fully refunded if a cancellation occurs 30 days prior to the event. After this date, the University will refund the presenter 50% of the deposit. If the cancellation occurs less than 24 hours prior to the event, the presenter shall forfeit the entire deposit.
- The VRCFA generally issues a settlement within 10 business days of your last event.
- University policy requires the presenter to submit and carry a general liability insurance policy, when the Main Theater is rented for an event. Shawnee State University shall be named as an additional insured for claims relating to injury to persons or property or loss of life by any person caused by the renter. The coverage shall be a combined single limit of not less than one million dollars (\$ 1,000,000) for bodily injury and property damage and two million dollars (\$ 3,000,000) in the aggregate.
- User shall secure and provide documentation of all rights clearances and royalty agreements.
- A front of house manager will be provided for all events held in the Main Theater at the cost of the presenter. VRCFA House Manager makes final decisions as to when the lobby/theatre opens for every event.
- Ushers are provided without charge, if the event is held in the Main Theater.
- Food or drink is not allowed in the theater. Questions regarding this matter should be discussed in advance with the VRCFA technical director. **ABSOLUTELY NO GUM ALLOWED.**
- The Vern Riffe Center for the Arts is a smoke---free facility. Smoking is permitted outside the building.
- Use of technical equipment is not permitted without permission of the VRCFA technical director.
- Do not lean anything against the painted surface of the orchestra shell and proscenium arch. The paint chips easily.
- Do not affix anything with any tape, adhesive, glue, tacks, or any other device to any VRCFA wall, table, counter, mirror, or any other surface without first obtaining permission from the VRCFA technical director.

- After the user's stay, the Theatre will be in good repair, order and clean condition, with reasonable wear and tear expected. No alterations may be made without the express written approval of the VRCFA. Charges will be made for any damage to equipment or facility
- The use of theatrical smoke, fog, or haze is permitted. However, the Portsmouth Fire Department requires VRCFA to have a fireman on duty in the theater, because the smoke detectors over the stage must be turned off. The cost of the fire watch is at the expense of the presenter. Open flames from candles, lamps, torches, or other devices are not permitted on stage or in the building without permission from Portsmouth fire marshal. A letter obtaining permission must be presented to the VRCFA technical director three (3) weeks in advance of the event date. The Portsmouth fire chief's phone number is 740.353.2660.
- The VRCFA will provide house stage crews at the expense of the presenter. If the presenter provides his or her own crew, in addition to the VRCFA stage crew, the presenter must arrange to have the crew meet and attend a short training session by the VRCFA technical director. Please build this time into your schedule. A list of all crew members and their proposed positions is due to VRCFA two weeks before your event. Presenter provided stage crew should have no other commitments during the production and be available for set up, performance run and strike.

VRCFA staff will have sole discretion in determining staffing needs for every event as well as the criteria for safe and suitable operation of all events. Renters shall follow the directions of the Center staff. The VRCFA technical director reserves the right to dismiss any crew member(s) deemed unqualified by the VRCFA staff. Cost of resolving insufficient staffing levels will be borne by the presenter.

- The presenter is responsible for their stage manager and design staff. Stage Manager must have full knowledge of the show AND has no other commitments in the show. Presenter and staff may not construct or paint any scenery on stage without consulting with the VRCFA technical director. This includes using glitter on your set pieces. If glitter is used, it should be over sprayed with clear fixative. The scene shop may be available for maintenance use. The presenter is responsible for clean up and emptying shop garbage cans into the dumpster.
- If you need to move any VRCFA chairs, furnishing, property, or equipment from room to room, please advise the VRCFA technical director. These items must be returned to the original location after use.
- During rehearsal periods, the east stage door and east house door for rows A through J will be open, including the scene shop door, for cast and crew. The presenter must notify the cast and crew where to enter the house and performance space(s).
- The lobby is a place of business and should not be used as a rehearsal or construction space.
- The VRCFA requires a preshow safety announcement. Please discuss this with the VRCFA technical director if you have any questions.
- Audience members may not enter any backstage areas, the orchestra pit, or the stage without prior approval from the VRCFA technical director. If approved, the front of house manager will be notified to

arrange a suitable time. If an event requires extra security, the presenter is responsible for the additional expense(s).

- If severe weather forces the cancellation of a performance at the Vern Riffe Center for the Arts, you may contact the McKinley Box Office at 740.351.3600 or the administrative office at 740.351.3622.
- Event merchandise may be sold in the Selby Grand Lobby. The event coordinator representing the group should make arrangements with the VRCFA rental coordinator when the reservation is placed. The house commission on the sale of promotional items shall be ten percent (10%) of gross sales with no exceptions.

#### **Additional Services**

- Catering services are provided through Sodexo, the University's food service vendor at cost of the presenter. No outside food or beverages may be brought in.
- Security-Traffic control and security are an additional charge.
- Telephone & Internet connectivity (charge)

#### **McKinley Box Office**

- The McKinley Box Office is located in the lobby of the Vern Riffe Center for the Arts.
- Tickets may be purchased by phone at 740.351.3600 using a MasterCard, Visa, Discover in person, or by mail. Personal checks are also accepted.
- McKinley Box Office hours are 10:00 a.m. to 5:00 p.m., Monday through Friday. The box office is open one (1) hour prior to the performance and remains open a half hour after the start of the performance for late arrivals.