

	<p align="center"> <b>USF CO-SPONSOR EVENT FORM</b>  <b>PRESENTATION THEATER ONLY</b>          (to be filled out by the Performing Arts Dept. Faculty/Adjunct)          Arts Facilities Director: Sheila Bosco,          ED-044 Theater Office, <a href="mailto:sabosco@usfca.edu">sabosco@usfca.edu</a>  <a href="http://www.usfca.edu/presentationtheater">http://www.usfca.edu/presentationtheater</a>          (415) 422-2311 / (415) 422-2312 fax       </p>
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## INSTRUCTIONS

- (1) **CHECK FOR AVAILABILTY:**  
 Call or email the Arts Facilities Director to check if your reservation time is available. This form does not include reservation of any other classrooms, dressing rooms or other areas outside of the theater space requested. The theaters are booked well in advance, so the sooner you reserve your time, the better the chance is it will be available. **NOTE: reservation times cannot be guaranteed until the proper paperwork has been submitted, signed and approved.**
- (2) **FILL OUT THE PROPER FORM:**  
 Make sure you are filling out the proper reservation form. See "Type of Events" sheet to see the breakdown of types of events. If the show is outside of the scope of this form, an additional liability contract will need to be signed.
- (3) **TECHNICAL DETAILS:**  
 Please call the Arts Facilities Director if you are not sure of your technical needs, or if you are new to putting on an event in a large theater space.
- (4) **BUDGET TRANSFER and/or Rental Payment:**  
 Co-sponsored events within the university will need to complete this form and provide a budget number to bill to.
- (5) **SEND IN THE COMPLETED FORM:**  
 Inter Office mail or fax (x2312) this form to the Arts Facilities Director, who will look over the form and email/call you to confirm it has been received.
- (6) **DATE IS BOOKED:**  
 If there are no problems with the time and details, the form will be forwarded to the Chair of the Performing Arts Department (for approval) and to John Pinelli (for transfer of funds). **Times cannot be guaranteed until the form has been approved.** Once the paperwork is approved, a budget transfer will occur and the time is secured.
- (7) **NECESSARY PREPARATION FOR THE SHOW:**  
**At least one month prior to the event**, the faculty/adjunct must submit a schedule for the show to the Arts Facilities Director. Shows occurring outside of regular work hours (M-F, 9-5pm) have a four-hour minimum reservation time. Shows also need to allow a minimum of 30 minutes for the audience to be seated and take in account any set up, rehearsal/tech time and take down of the show in their scheduling. You can be listed on the theater web site by filling out the web page template and sending/faxing it back to the Arts Facilities Director.
- (8) **ACCOUNTABILITY:**  
 It is the responsibility of the faculty/adjunct to make sure the rules of the theater (below) are upheld and that classes in the building are not disturbed.
- (9) **THEATER HOUSE TECHNICIAN:**  
 During the entire theater/event occupation, an appointed house technician must be on hand to insure theater safety, equipment and facilities usage rules are followed. NOTE: Events not booked with enough notice may have time(s) or date(s) limited if a house technician can not be obtained due to the late booking. Events with additional technical needs will have to hire additional technicians, to be approved through the Arts Facilities Director – only professionally trained crew will be allowed to operate the equipment.

## **USF Presentation Theater Co-Sponsorship Guidelines**

USF Presentation Theater's mission is to serve as a quality cultural arts venue for both the university as well as the community at large. To this end, the facilities are available for rental to university organizations and departments as well as outside commercial and non-profit companies. **Generally, all outside organizations are required to pay the general facility use rates.** However, in some rare instances, non-USF groups may apply for and be awarded USF co-sponsored status with the opportunity for a reduced rental rate.

External groups may be awarded co-sponsored status in one of two ways. A group may join with a specific USF department or group to create and produce a public presentation or show. In this instance, the end production must be equally created and produced by both the University sponsor and the external group. Alternately, a group may create and produce a production entirely itself, but offer a service of significant value to the university. In this instance, an external group may, for example, offer a series of master classes to a specific department or arrange for other learning opportunities for students.

Additionally, all USF co-sponsored group events must meet the following criteria:

- Open to the public
- Non-profit generating for the external group or Free to the USF community
- Complements the Performing Arts Department and University's mission and goals

All external groups seeking co-sponsorship are required to complete an "USF Co-Sponsor Application" and receive approval by the sponsoring USF group or department, The Performing Arts Chair, the Technical Director, the Arts Facilities Director, and a USF Executive Officer. Time is NOT reserved until this form is completed with full approval.

In the event that an external group is awarded USF co-sponsored status, the facility rental rate may be reduced by up to 75% of the commercial rental rate. Co-sponsored groups are still required to adhere to all other theater rules and requirements regarding external rentals, including, but not limited to, union labor rules and requirements, union work ratio of 1:1, insurance requirements, and pay guidelines.

Additionally, under a co-sponsorship agreement, the sponsoring USF group or department becomes responsible for the following: filing the mandatory request for USF officers at the event, obtaining any parking permits, reserving and arranging for any non-theater USF equipment, and providing house staff. The USF group is responsible for adherence to all theater rules and must be present at the event.

A full schedule and all publicity materials must be received 2 weeks prior to the show date, or the show may be pulled from the schedule for lack of information. Please call the Arts Facilities Director at x2311 if you need assistance in planning the show, especially if you are new to planning a show for a large theater venue.

Any questions regarding this policy should be directed towards the Arts Facilities Director at (415) 422-2311. Once the application has been approved, a reservation form will need to be filled out and handed in **no later than 2 weeks prior to the event, or the event will be subject to cancellation.** Any event that goes beyond the scope of the reservation form (technical needs, rooms needed outside of the theater, events that are more than one day) will need to have a contract written up for liability issues.

APPLICATION FOR REDUCED PRESENTATION THEATER RATES

*The Performing Arts representative must fill out the following questions to evaluate co-sponsorship eligibility:*

1. Is this event a show, lecture, class or workshop – please be specific.
  
2. Explain how you have/will prepared for the show (e.g. production meetings, arrangements with the artists, funding, speaking with the tech staff, advertising ideas, budgeting, staffing the event, tickets, etc.)
  
4. Your role and responsibility in the show and how you are able to take the time outside of your regular duties to put on an event. Note – you will need to have a central role in order to be accountable in behalf of USF and have the event discount. Otherwise it is considered a regular rental.
  
5. Which theater space is the event requested for? (Presentation Theater 478 seats or Lone Mountain Studio Theater 100 seats).
  
6. How does this group fulfill the mission of the department and how will department majors and minors benefit from this performance/event specifically?
  
7. Why should this event receive a financial discount?
  
9. How, if at all, is this organization related to or affiliated with USF?
  
10. List any other relevant factors to why USF should sponsor the event.
  
11. Is this event a profit-making, revenue-generating, or fund-raising activity?  
\_\_\_ yes \_\_\_ no

Title of event: \_\_\_\_\_

Name(s) of sponsor(s): \_\_\_\_\_

Date and times of event: \_\_\_\_\_

Admission charge \$ \_\_\_\_\_ Expected attendance \_\_\_\_\_ Anticipated revenue \$ \_\_\_\_\_

Budget Attached to these sheets: \_\_\_\_\_ yes

USF Department Budget transfer #, if applicable: \_\_\_\_\_

Organization Representative  
Representative

Performing Arts Faculty/Adjunct  
Representative

*I, the undersigned representative of my USF department, assume full responsibility for all event coordination, financial obligations, and any accommodations required by the Americans with Disabilities Act. I agree to abide by all applicable USF policies and procedures and rules of the Theater (below) when using USF facilities. I will be present at the event and will help in all aspects of the show.*

Signature Performing Arts Faculty/Adjunct Representative Date

*Signature by a USF department representative constitutes co-sponsorship of the applicant event.*

---Performing Arts Technical Director, Arts Facilities Director, Chair and Executive Officer Signature---

I have read this application and supporting documents and recommend it be approved for University reduced facility-use rates.

\_\_\_\_\_  
Technical Director, Performing Arts

\_\_\_\_\_  
Date

\_\_\_\_\_  
Arts Facilities Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair Performing Arts Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
John Pinelli

\_\_\_\_\_  
Date

Signature by a USF Executive Officer does not constitute University sponsorship of the applicant organization and/or event. The Technical Director and the Arts Facilities Director have the right to deny the form based on technical and facilities issues.

-----Do not write below this line. Official Use Only-----

Date Received \_\_\_\_\_

\_\_\_\_\_  
Arts Facilities Director received

Approved \_\_\_\_\_

Denied \_\_\_\_\_

\_\_\_\_\_  
Date

Rev February 2007

## THEATER RULES – Performing Arts Co-Sponsored EVENTS

1. The Arts Facilities Director's Office ED044 and the box office are absolutely off limits at all times.
2. Opening the House. In order to limit disruption to evening and weekend classes, the house MUST be opened 30 minutes prior to the scheduled event start time. NO EXCEPTIONS.
3. Classroom furniture. You may absolutely not take any tables or chairs out of any classroom in the School of Education building. Failure to follow this rule will result in the immediate termination of the event.
4. Taping Signs in Hallway. Signage is restricted to bulletin boards, or glass doors. No tape or other adhesive is allowed on the theater doors or the walls.
5. Alcohol. No alcohol can be consumed or served in the Building or theater.
6. Banned Items. No smoking materials, flames, firearms, **food or beverages** are allowed in the house or on the stage.
7. Building Housing Theater. You may not use additional rooms, classrooms or classroom furnishings in the building without prior permission.
8. Concessions. No concessions are allowed without prior permission from the Arts Facilities Director x2311.
9. Exit - Strike, Restoration, and Clean Up. Group reserving the theater agrees to return the technical facility to the same condition as they found it including, but not limited to, stage flooring, drapes, and removal of any additions to the stage or house. Group is responsible for basic clean up of entrance areas, hallways, dressing rooms, restrooms, patio, and house and for returning any Theater furnishings after each event.
10. Failures or Damage. The Point Person is responsible for reporting problems IMMEDIATELY with the theater facility/equipment to the Arts Facilities Director x2311.
11. Front-of-House. Group must provide their own front-of-house staff.
12. Noise. Group is responsible for ensuring that its use of the Theater does not disrupt academic activities in the building housing the Theater. **Excess noise is prohibited** in the hallways and stairwells of the building. The theater holds the right to cancel any performance if these rules are not upheld after fair warning.
13. Parking. No parking is allowed in the lot next to the Theater without a permit.
14. Schedule Changes. Changes to the production and show schedule must be approved by the Arts Facilities Director, who may not allow any changes based on schedules and classroom activity.
15. Secured Areas and Fly Loft. Groups are not allowed on the Fly Loft. NO EXCEPTIONS!
16. Stage Areas. Group is responsible for ensuring that stage areas remain safe. Audience members are not allowed on the stage at any time.
17. Technical - Construction. All major set construction must be completed off-site; assembly only is allowed on the stage. No alterations to the permanent structure are permitted. There is NO PAINTING ALLOWED IN THE THEATER EVER!
18. Technical - Equipment Operation. Crew must not operate any of the lighting or sound equipment or Genie lift unless they have been trained or approved by Theater staff. They need to make an appointment to be shown the equipment prior to the show. The Arts Facilities Director reserves the right to decide if the crew is qualified to use the theater equipment or not.
19. Technical – Backstage Area. No prop tables, costumes or changing areas are allowed outside the backstage doors.
20. Technical – Light Plot. Group is not allowed to touch any lighting equipment or change the house plot. Any lighting design needed needs to be discussed with the Arts Facilities Director. A regular contract will need to be written up for any moving or changing of the plot with a qualified lighting designer to oversee – at the expense of the group.
21. Technical - Line Sets and Draperies. Line sets and draperies may not be moved or removed without permission.
22. Technical - Painting. Painting the stage area is not allowed. No painting is allowed in the theater house, dressing rooms, or the building housing the theater or outside.
23. GRAFITTI. Writing or painting on any wall in the theater, including the dressing rooms is not permitted.