



Facility Rental Office
309C Fine Arts Building | Athens | Georgia | 30602

Student Production Contract

This AGREEMENT made and entered into on this day, _____ by and between the Department of Theatre and Film Studies (hereinafter referred to as "DTFS") and

ORGANIZATION: _____

C/O (NAME): _____

ADDRESS: _____

PHONE: _____ PHONE: _____

EMAIL: _____

Hereinafter known as the "Presenter".

WHEREAS, both DTFS and Presenter are desirous of entering into an agreement whereby The Department agrees to make available _____ Theatre (hereinafter the "Theater") located at 225 Baldwin Street, on the campus of the University of Georgia, Athens Georgia for the following date(s) and times indicated for the use of the Presenter.

DATE(S): _____

TIME(S): _____

EVENT: _____

THEREFORE, for and in consideration of the mutual promises contained in this agreement, the parties agree as follows:

In consideration for the use of the Theatre, Presenter agrees to abide by the following Terms and Conditions:

GENERAL

- A. Presenter acknowledges that the Theatre is provided with standard equipment and furnishings as established in the "Facility Support for Performances" (attached).
- B. Presenter agrees to abide by the Theatre seating capacity limit.
- C. Presenter agrees to abide by UGA rules and regulations regarding the prohibition on the possession and use of tobacco and alcohol on the UGA campus, including the Theatre.
- D. **Presenter will observe all rules and directions that are imposed by DTFS generally or specifically, including, but not limited to, the "Procedures and Guidelines for Our Auditoriums" and the "Procedures and Guidelines for Our Stages" (attached).**
- E. Presenter acknowledges that occupancy begins at ____ a.m. on _____ and ends at 11:00p.m. on _____ at which time the facility is vacant of all presenters' personnel, guests, and props including but not limited to set pieces, equipment, and costumes.

PRESENTER AGREES:

- 1. To comply with all applicable municipal, State and federal government laws and regulations, including the Occupational Health and Safety Act.
- 2. To indemnify and hold harmless the DTFS, UGA for all debt or other monetary obligation incurred by the Presenter before, after or during use of the Theater.
- 3. To reimburse DTFS for all loss, theft, or damage to property, except reasonable wear and tear, arising out of Presenter's occupancy and use of the Theater, however caused. In case of such loss, theft, or damage, the cost of repair or replacement of any item will be charged to the Presenter.
- 4. To provide at its own expense the necessary safeguards to protect the Presenter's property when left overnight in the Theatre.
- 5. To acknowledge that the indemnitees cannot guarantee an uninterrupted supply of electricity, water, heat, air conditioning or other utility and that the indemnitees shall not be liable for any claim of damage arising from a loss of a utility.

ADDITIONAL TERMS AND CONDITIONS:

- A. Usage time includes all set-up and strike time. Please consult with DTFS staff, as to necessary set-up times.
- B. Food service within the Theatre must be approved by DTFS prior to any event. No food or beverage is allowed in any auditorium. Any person violating these terms will be asked to remove the offending product from the Theatre.
- C. Spray painting is not allowed in or around the building.
- D. DTFS is not responsible for providing parking to personal or large vehicles in the parking lot adjacent to the Fine Arts building during regular business hours.
- E. Presenter is strictly prohibited from using the DTFS/UGA/University System of Georgia trademarks, logos, service marks, or names in any manner and on any printed material without the express written consent of UGA.
- F. Presenter may not place posters/flyers/anything related to the production in unauthorized locations in the facility.
- G. Presenter is responsible for securing all rights, royalties, copyrights and waivers for the production. Copies of rights and royalties should be submitted to the Production Committee through the Director of Theatre.
- H. DTFS does not provide any sets, props, or equipment for your production. Presenter is expected to obtain and store these items independent of DTFS.
- I. Presenter acknowledges that Fog, smoking, open flame, guns firing on stage are prohibited without the express written consent of the Facility Manager and Department Head.

CANCELLATION AND TERMINATION:

1. DTFS reserves the right to terminate this agreement without prior notice if in its sole opinion the Presenter has in the rental contract provided false or misleading information, the Presenter has defaulted in providing anything required by this agreement, or the Presenter is in breach of any term or condition of this agreement.
2. Presenter may cancel this agreement upon giving written notice to DTFS at least 10 days prior to the event date.
3. DTFS shall have the sole right to determine whether a force majeure event, including but not limited to conditions of inclement weather, strikes, riots, acts of God or other occurrences beyond the control of the DTFS render the event impractical, impossible, or the facility/event hazardous or unsafe to life and/or property. Upon such determination, DTFS will have the right to cancel the event. DTFS will be under no obligation to reschedule the event but will work in good faith to do so.

THEATRE TERMS

- A. One signed copy of this agreement must be returned and accepted by DTFS before the production will be allowed.
- B. Approximately one week prior to your event, DTFS will make an attempt to schedule a production meeting to discuss the details of Presenter's event. Failure to meet with DTFS staff will result in Presenters event being canceled.
- C. Presenter must provide technical specifications to DTFS at least 5 days prior to the event date.
- D. Failure to follow all the procedures and Guidelines as established will result in the loss of the Presenters privilege to use any rooms/facilities located within the Fine Arts Building.

Acknowledgement of Receipt of Theatre Guidelines and Rules

I acknowledge that I have received copies of the:

Procedures and Guidelines for Our Auditoriums	Initial _____
Procedures and Guidelines for Our Stages	Initial _____
Theatre seating chart	Initial _____
Facility Support for Performances	Initial _____

Presenter accepts responsibility to inform cast, crew, and other event participants of these procedures and guidelines, as well as to police these procedures and guidelines accordingly.

Presenter is liable for all loss, theft, or damage to the Fine Arts building, furnishings, or equipment, except reasonable wear and tear, that occurs as a result of Presenter's occupancy or use of the Theatre, however caused.

In the event of excessive damage to the facility/equipment (e.g. paint on the soft goods, glitter, crayon marks on the floors/walls, the use and residue of unapproved tape, paint in or around the building) a minimum \$200 excessive damage fee will be charged.

If any one of these guidelines is violated, the presenter may be placed on probation or become ineligible for using DTFS facilities for an indefinite period of time. This will be determined by DTFS based on the extent of the violation(s).

IN WITNESS WHEREOF, Presenter hereby agrees to all terms and conditions herein without modification.

Signature of Presenter

Date

Presenter's Name PLEASE PRINT

Event title

DTFS (Signature of Acceptance)

Date

Note: This contract is not confirmed until signed by both parties.



Theatre Leasing Office
309C Fine Arts Building | Athens | Georgia | 30602

PROCEDURES AND GUIDELINES FOR OUR AUDITORIUMS

1. The Cellar Theatre seating capacity is 99.
2. The Arena Theatre seating capacity varies depending on your production. Please consult with the Facilities Manager.
3. The campus of the University of Georgia is a **tobacco-free environment** and all use of tobacco products is prohibited on campus.
4. Possession and consumption of alcohol is prohibited.
5. Food service within the Theatre must be approved by Department of Theatre and Film Studies (“DTFS”) prior to any event. No food or beverage is allowed in any auditorium.
6. The closest parking is located at the Hull Street parking deck. This deck is available after normal business hours. Paid parking is available at the Tate Center. Disability parking is available next to the Theatre.
7. By order of the Fire Marshall, inanimate objects (i.e. tripods, strollers, infant carriers) cannot be placed in areas (i.e. seating rows, aisles, etc.) that obstruct the view or egress of another patron.
8. Fire codes require that: (1) emergency exit stairways remain clear of all items before and during rehearsals and shows.
9. The use of any type of tape / hanging substances is strictly prohibited in the auditorium and on the Fine Arts building walls.
10. Glitter and confetti are strictly prohibited and will be regarded as excessive damage to the facility. The use of glitter and or confetti will result in an automatic additional **minimum** \$200 excessive damage fee.
11. In the event of inclement/severe weather, DTFS will determine when activities will halt and resume.
12. For the consideration of your audience, your show must start at the posted time. We allow a 10-minute leeway from the posted start time to accommodate for campus parking delays. All other delays are subject to DTFS approval.
13. House will open a minimum of 30 minutes before the posted start time of your performance.

DTFS cannot foresee all needs and changes that will arise. Please inform us of problems as soon as they arise, and we will try to work with you to solve them.



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PROCEDURES AND GUIDELINES FOR OUR STAGES

1. The campus of the University of Georgia is a **tobacco-free environment** and all use of tobacco products is prohibited on campus.
2. In the event of inclement/severe weather, DTFS will determine when activities will halt and resume.
3. The Cellar Theatre has a general hanging plot, which is very versatile. If there is a need to move or add instruments, please refer to the Facility Support for Production document for directions. Restoration of the plot (including gels) must occur during your strike. If at the end of your load-out the house plot is not restored, you will be penalized up to losing your privilege to use the department facilities.
4. The Arena Theatre has a general hanging plot, which is very versatile. If there is a need to move instruments, please refer to the Facility Support for Production document for directions. Restoration of the plot (including gels) must occur during your strike. If at the end of your load-out the house plot is not restored, you will be penalized up to losing your privilege to use the department facilities.
5. The closest parking is located at the Hull Street parking deck. This deck is available after normal business hours. Paid parking is available at the Tate Center. Disability parking is available next to the building.
6. Nails, screws, stage screws, staples, things with unprotected spikes etc. are not allowed. You may not anchor anything to the stage. If you have cause to use equipment that is equipped with spikes we ask that you cover the spike with a rubber boot or tape.
7. Due to the exorbitant cost of stage lamps, stage lights must be used exclusively during technical rehearsals and performances only. Stage work lights are provided for general rehearsals.
8. Because of the potential safety concerns and insurance, the DTFS Facility Manager or his designee will inspect all rigging prior to actors taking the stage. DTFS will provide you with any information or assistance that you need for your rigging.
9. Fire codes require that: (1) emergency exits remain clear of all items before and during rehearsals and shows, and (2) the seating capacity is adhered to at all times.
10. Soft goods (curtains, sky drop) can be damaged very easily and we therefore require that you inform the DTFS Facility Manager if you need to move soft goods prior to your arrival and he will make arrangements to assist you with the process.
11. Duct tape and masking tape will leave residue or damage the stage floor. DTFS requires that you use cloth tape or theatrical spike tape when marking the stage area. DTFS will provide spike tape upon request at no charge.

12. All pyrotechnic devices, including, but not limited to, candles, flash paper, smoke bombs, and industrial or constructed fog machines are permitted only with the Fire Marshall's inspection and approval **a minimum 5 business days before** the first anticipated use in the Theatre (including rehearsals). The use of fog and haze machines incurs additional charges.
13. Glitter, confetti, and spray painting are strictly prohibited and will be regarded as excessive damage to the facility. The use of glitter, confetti and or spray painting will result in an automatic additional **minimum \$200** excessive damage fee.
14. All use of food in the production must be cleared with the facilities staff.
15. Upon completion of your production, all soft goods that were moved must be returned to their original positions; all spike marks must be removed; and the dressing rooms and pit area must be cleaned of all trash.
16. In the event of excessive damage to the facility/equipment (e.g. paint on the soft goods, glitter, crayon marks on the floors/walls, the use and residue of unapproved tape, paint in or around the building), you will lose your privilege to use department facilities.
17. Your technicians must arrange to undergo an orientation/training with the DTFS Facility Manager or his designee. All technical requirements are subject to the Facility Manager's approval prior to an event.
18. For the consideration of your audience, your show must start at the posted time. We allow a 10-minute leeway from the posted start time to accommodate for campus parking delays. All other delays are subject to DTFS approval.

DTFS cannot foresee all needs and changes that will arise. Please inform us of problems as soon as they arise, and we will try to work with you to solve them.


**UGA DEPARTMENT OF
THEATRE & FILM STUDIES**
Facility Support for Performances

Three categories of productions:

1. **Mainstage University Theatre Productions:** These productions are presented in the Fine Arts Theatre, the Cellar Theatre, the Seney-Stovall Chapel, or any other appropriate venue, and are presented to the public as part of a subscription series. They are fully supported by the Department. Generally, faculty members or professional guest artists direct these productions, and occasionally graduate students will do so. The shops of the Department support mainstage subscription season productions as their first priority. The box office management and publicity organization sustain these productions.
2. **Studio Season University Theatre Productions:** These productions are presented in the Cellar Theatre or an appropriate venue outside the Fine Arts Building, and are also presented to the public as part of a subscription series. From an acting standpoint — e.g. with respect to casting, rehearsal period, etc. — studio season productions are fully equivalent to mainstage productions. However, these productions receive very limited support from the scene or costume shops, and lighting is kept to a bare minimum using standard repertory plots. Generally, faculty members direct these productions, and occasionally graduate students may do so. The box office management and publicity organization sustain these productions.
3. **Productions of Student Organizations and Projects:** The department-affiliated student organizations produce shows both in the theatre facilities of the Fine Arts Building and elsewhere. They must be scheduled in such a way as to fit into the University Theatre’s rehearsals. As noted below there are certain dates that are “blacked out” as dates when University Theatre requires intense work. Please note that no furniture from department offices or rooms can be taken for student shows without written permission from the facilities manager or the department head.

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For Mainstage University Theatre Productions, support from facilities follows the following guidelines::

Lighting:

- The production has full access to everything available.

Sound:

- The production has full access to everything available.

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For the Studio productions, support from facilities follows the following guidelines:

Lighting:

1. The production has full access to the hanging rep plot.
2. A designer wanting to move instruments in the rep plot can do so after consultation with the Facilities Manager (FM)
3. To go beyond the rep plot, the designer/production Must meet the following criteria:
 - a. The lighting designer has taken a lighting class or has the prior approval of the head of lighting faculty and the FM.
 - b. The lighting designer must produce a light plot one week before the production. The realized design must be a representation of this plot. (Does not have to be a CAD plot or hand drafted plot.)
 - c. The production will have access to stock gel colors and gobos
 - d. The lighting designer/production is limited to the instruments assigned to the Cellar Theatre
 - e. The following equipment are off limits to the production:
 - i. Automated lights/Scrollers

- ii. LED lights
- iii. Fog machines
- iv. Hazers
- v. MR16 mini strips

Sound:

- 1. The production will only have access to the sound console, computer, and the software installed on the computer that is assigned to a given theatre.
- 2. Download of additional software is prohibited
- 3. Party line devices (headsets, ClearComs) will be set out where needed

Soft Goods:

- 1. Soft goods can be moved with supervision from the FM

Floor/Wall:

- 1. The floors and walls can be painted with permission but will have to be restored at the end of your performance during your load out.

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For the Student productions, support from facilities follows the following guidelines:

Lighting:

- 1. The production has full access to the hanging rep plot.
- 2. A designer wanting to move instruments in the rep plot can do so after consultation with the Facilities Manager (FM)
- 3. To go beyond the rep plot, the designer/production Must meet the following criteria:
 - a. The lighting designer has taken a lighting class or has the prior approval of the head of lighting faculty and the FM.
 - b. The lighting designer must produce a light plot one week before the production. The realized design must be a representation of this plot. (Does not have to be a CAD plot or hand drafted plot.)
 - c. The production will have access to stock gel colors and gobos
 - d. The lighting designer/production is limited to the instruments assigned to the Cellar Theatre
 - e. Equipment are off limits to the production include:
 - i. Automated lights
 - ii. LED lights
 - iii. Fog machines
 - iv. Hazers
 - v. MR16 mini strips
 - f. Instruments outside the rep plot will be charged at the following prices:
 - i. Fresnels - \$5
 - ii. PAR 56s - \$5
 - iii. All Source 4 instruments - \$7
 - g. Acknowledged musicals are allowed an additional 3 instruments at no cost.
 - h. The light console must stay in the booth at the lighting position.

Sound:

- 1. The production will have access to the sound console, computer, and the software installed on the computer
- 2. Download of additional software is prohibited
- 3. Extra equipment (microphones, speakers, cables) is not available.
- 4. Party line devices (headsets, ClearComs) will be set out in the booth and one backstage.

Soft Goods:

- 1. Soft goods can be moved with supervision from the FM

Floor/Wall:

- 1. The floors and walls can be painted with permission but will have to be restored at the end of your performance during your load out.