Student Project Use Agreement for School of Theatre & Dance Spaces

This document is meant to be an agreement between the School of Theatre & Dance and any student or student group (the Renter) that is using School of Theatre & Dance controlled spaces free of charge (rentals are handled through LCA Events).

Name(s) or Group Name: _____________________________________________________________

Email and Cell phone: ________________________________________________________________

Date(s)/Time(s) of Use: ______________________________________________________________

Name(s) of Space: ________________________________________________________________

Description of Use: _____________________________________________________________

General Guidelines:

1. All Renters must state their intended use of the space. No use outside of stated and agreed upon uses are allowed. Any alteration of the use agreement must be discussed and approved in writing.

2. Free-of-charge rentals may only be offered to current SFSU students or student groups, and those in the SFSU Alumni Association. All other rentals must go through LCA Events.

3. Unless otherwise indicated access will only be granted during normal business hours when campus is open. For the Creative Arts Building this is M-F from 8AM-10PM and Sa-Su from 9AM-5PM.

4. If the Reserved Space requires use of technical equipment, the Renter agrees that inexperienced persons will not be allowed to touch, operate, or staff the booth in place of an experienced technician. The School of Theatre & Dance reserves the right to approve all outside technicians. If you require use of the technical equipment please notify The School of Theatre and Dance immediately.
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5. If the Renter requires use of a ladder they must undergo safety training. The School of Theatre & Dance reserves the right to waive this training if the Renter can prove prior training.

6. The Renter agrees that no food or drinks will be allowed in the technical space and the Renter will monitor the technical booth to ensure no food or liquid is near the electrical equipment, and the booth is protected from its Agents.

7. The Renter agrees not to screw into the floor of the stage or the walls of the spaces.

8. The Renter agrees not to construct any items in the rental spaces. If space is needed for construction please contact the School of Theatre and Dance.

9. Blue Painter’s tape is the only type of tape allowed for adhesion to walls.

10. The Renter agrees that no live flames or smoke of any kind is to be used.

11. SFSU is a smoke-free campus. The Renter agrees that no smoking or vaping is allowed in the building.

12. The Renter agrees to not bring in glitter, confetti, stage blood, pools of water, or other small scattering particles in any form that are difficult to completely remove.

13. The Renter agrees to not block hallways and passages adjacent to the Rental Space at any time.

14. The Renter understands that other classes or events may be taking place in adjacent spaces and agrees to keep all noise to a reasonable level.

15. A number of the School of Theatre & Dance’s spaces contain a piano. When in a room with a piano please abide by the following:
   a. Absolutely no food or drink on or near the piano.
   b. No standing on the piano or piano bench
   c. No sitting or lying on the body of the piano.
   d. No banging on the piano or its keys.

16. Recurring rentals will only be granted for a one (1) semester term. If the Renter wishes to extend continue their rental they will need to re-book the space with the School of Theatre & Dance at the start of the new semester.

17. If a curricular need for space arises, the Renter may be moved to another space, if available.

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On the Day of Rental:

1. The Renter will take a picture of the space upon entrance and email to thtrdnc@sfsu.edu. After the use period had ended, the Renter will take and send a picture of the space to thtrdnc@sfsu.edu.
2. The rental space must be cleaned and returned to the original condition in which they were presented and entered by Renter at the beginning of use term. Renter agrees to leave the premises clean of all trash and materials, and remove all tape and residues.
3. The Renter is to ensure all doors are closed and lights and/or equipment is turned off upon exit.
4. If you require access to a locked space in the Creative Arts Building when the Theatre & Dance Office is closed please contact the LCA Facilities team at 415-338-7758 or located at CA129B.

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Space Specific Requirements

(Initial next to the space you will renting)

_________ Little Theatre

Initial The Little Theatre (LT) is our largest performance space and is located at Creative Arts 107. The capacity of LT is 218.

1. At NO TIME is the Renter allowed to use the LT fly/rigging system.
2. If the Renter requires use of AV equipment please contact the School of Theatre & Dance at least 2-weeks before your use date to arrange.
3. The LT is a working theatre, if there are sets or props the Renter agrees to leave them undisturbed.
4. The Renter agrees to not move or re-focus any lights.
5. The Renter agrees to leave any rehearsal tape and/or spike tape marks on the floor.
6. Food and drinks are not allowed in LT without consent and must be identified as “prop food/drink. Renter may only have bottled water in the theatre space.
7. Gum is not allowed in the LT.
8. Feet are not allowed on the LT seats.
9. Do not prop open the doors to the LT at any time.
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______ the lab initial

The lab is a small black box space located at Creative Arts 104. The capacity of the lab is 55. The space only has one 15amp constant power circuit that is accessible without using the lighting grid. Additional training will be required to use the lighting grid (dimmed power only).

1. Water and closed beverage containers only.
2. Seating may change dependent on current production needs.
3. The Renter may move the chairs, but they must be reset at the end of use.
4. The Renter may not move the risers.
5. The Renter agrees to not move or re-focus any lights.
6. The Renter agrees to leave any rehearsal tape and/or spike tape marks on the floor.
7. Wall hanging mechanism may be available for use. Contact the School of Theatre & Dance for further information.

______ “The Gangs” initial

The “gangs” are a pair of ensemble dressing rooms located at Creative Arts TO118 and TO122. Each is attached to a restroom, so they are often referred to as the “Women’s Gang” or the “Men’s Gang”

1. Water and closed beverage containers only.

______ CA 21 & CA 23 initial

These two rooms are a pair of rooms that are very similar in size and nature. Wooden floor, mirrored wall.

1. Water and closed beverage containers only.
2. CA 21 & 23 serve as rehearsal rooms for School of Theatre & Dance’s productions. The renter agrees to leave any rehearsal tape on the floor.
3. The Renter agrees not to disturb any props or furniture left in the room.
4. The small room separating CA 21 & CA 23 will remain off-limits during the Renter’s use.
5. The Renter agrees not to leave any chairs or furniture in the hallway at any time.
6. The Renter agrees not to lean on the mirrors.
7. The Renter agrees not to drag any furniture on the wood floors.
8. The Renter agrees to not prop open the exterior door.
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initial The Casablanca Room
The Casablanca Room is a student lounge space and is located at CA158.
1. The Renter agrees not to put anything on the walls.
2. The Renter agrees to reset all furniture in the room at the end of use.

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initial GYM 146
GYM 146 is a room in the “old gym” that has Marley permanently installed.
1. The Renter agrees that no shoes are to be worn (soft sole dance shoes ok).
2. Food and drinks are not allowed in GYM 146. Renter may only have bottled water in the space.
3. Access to AV equipment may be arranged through the School of Theatre & Dance.
4. The Gym space requires key access. Please make arrangements for access with the School of Theatre & Dance for access.

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initial GYM 123
GYM 123 is a room in the “old gym” with a wood floor. Shoes are allowed in this space.
1. Food and drinks are not allowed in GYM 146. Renter may only have bottled water in the space.
2. Access to AV equipment may be arranged through the School of Theatre & Dance.
3. The Gym space requires key access. Please make arrangements for access with the School of Theatre & Dance for access.
**Student Project Use Agreement for School of Theatre & Dance Spaces**

The Renter has reviewed and agrees to the above terms. If a Renter does not abide by these terms they will be sent a formal letter (with your advisor cc’d) revoking their right to use School of Theatre & Dance spaces.

<table>
<thead>
<tr>
<th>Renter’s Signature</th>
<th>Advisor’s Signature</th>
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</thead>
<tbody>
<tr>
<td>Renter’s Name</td>
<td>Advisor’s Name</td>
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<tr>
<td>Date</td>
<td>Advisor’s Email</td>
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</tbody>
</table>

School of Theatre & Dance Approval

Date

EXAMPLE