

# Fox Lane High School Mary Lou Meese Theater Conditions of Use

## **Lighting:**

- Users will be provided with a general wash providing coverage for your set-up.
- Additional lighting effects can be provided at an additional hourly charge for design, hang and focus.
- At the end of the event, all lighting instruments, cables and accessories must be returned to their proper location. If changed, the general light plot must be restored at an hourly charge for hang and focus.

## **Sound:**

- All in house sound equipment will be available for your use.
- House equalization levels may not be changed without prior approval of the Theatre Manager
- An audio feed can be supplied for recording (with prior notice). Users have the responsibility for clearing all rights and permissions for such a recording.

## **Rigging System:**

- No curtains or other soft goods may be moved without prior approval of the Theater Manager
- Only authorized persons may operate the rigging system
- The Theater Manager will have the final authority for method and safety of all rigging

## **Stage:**

- Fox Lane Technical Crew will be responsible for sweeping and mopping stage floor prior to rehearsals and performances.
- Any tape used on the stage floor must be of light adhesive (commonly called spike tape) please no masking tape. All tape must be removed after your event.
- No nails, screws, tacks, stage screws or similar articles are to be driven or placed in any part of the facility without prior approval.
- All taped down cables belonging to the theater must be adhered with gaffers tape only. No duct tape.

## **Technical Crew:**

- Properly trained members of the Fox Lane High School Technical Crew will be used to operate lights, sound, and to provide backstage support
- The Technical Crew receives an hourly rate for all work as set by the BCSD Board of Education
- There is a 2 crew minimum for any event in the theater. The Theater Manager makes the final determination as to the total number of crew members required by your event.
- The Theater Manager will decide the total crew call length based on the technical needs of your event.
- If an outside crew, in addition to the Fox Lane Technical Crew is used, the Theater Manager will have the authority to alter responsibilities and assignments of the crew, if deemed necessary, for safety purposes.
- If deemed necessary by event size, additional crew may be called in to act as ushers for the event.

## **General Rules:**

- Any posters, signage or lobby displays placed in and/or around the theater shall be affixed to non-painted areas only with light adhesives (no duct or packing tape) and must be removed at the end of the event. Taping signs, posters etc... to windows or display cabinets are not permitted.
- Absolutely no food, beverages or gum are allowed in the house, theater, stage or backstage areas. If concessions are sold, it is your responsibility to keep concessions in the commons (lobby) area.
- **No smoking** allowed on campus. It is your responsibility to inform everyone in your company of this NYS law.
- All rooms used must be cleaned out after the performance. Spilled make-up and other messes are to be cleaned. All trash is to be placed in the proper receptacles. Any costumes, wigs, props, etc...remaining in the rooms will be added to the schools collection.
- Users will be responsible for rental charges of equipment not part of the normal inventory of the theater.
- Users will be responsible for equipment damage related to your rental.

## **Crew Breaks & Meals:**

- Crew shall be given a 15 minute break every two hours. For any work call over four hours a meal break must be given. Meal breaks shall be one hour or 30 minutes if food is provided by the visiting company. The Theater Manager will have the authority to alter break times and length based on the situation.

**Interruption or Cancellation of Event:**

- The Theater Manager shall retain the right to interrupt or terminate an event in the interest of public safety or if the event is harmful to the Mary Lou Meese Theater’s equipment or facilities.

**Movies (Rented or Owned) shall not be shown at the district due to laws regarding Copyrights – the Federal copyright Act (title 17 of the US Code). Facility user will be responsible for any fines or legal action that may arise from showing a movie while using the district’s facilities.**

**Estimated Charges:**

Room	Hourly Rate	Date	Start	End	Total Hours	Cost
Theatre	\$184.00					
Commons	\$80.00					
Cafeteria	\$80.00					
Greenroom	\$26.00					
Classroom	\$26.00					
<b>Total Estimated Space Charges</b>						

Staff	Hourly Rate	Date	Start	End	Total Hours	Cost
Theatre Manager	\$65.00					
Student Crew (2)	\$10.00					
<b>Total Estimated Staff Charges</b>						

*These are estimated charges based on the number of hours you indicated on the Facility Use Form plus additional time for set-up and clean-up. (Set-up and clean-up time is estimated) There may be additional hours listed for set-up and clean-up not yet known for event. This is an estimate provided for your planning purposes only, and is not a commitment of final charges you will receive.*

I agree to the above estimated fees and conditions and understand that there may be additional charges for not following them.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
Event Dates

*Robert Martin*  
Robert Martin  
Fox Lane High School  
Mary Lou Meese Theater  
Theater Manager