

## **Portage Center for the Arts Building Use Rules**

### **General**

1. We are a smoke-free facility.
2. The 'responsible party' for the lessee shall be responsible for building keys.
3. Unless a Portage Center for the Arts (hereafter PCA) representative is designated, the 'responsible party' for the lessee shall be responsible for securing all doors and turning off all interior lights before leaving the building.
4. PCA shall not be responsible for the loss or damage of any personal property or the loss or damage of any equipment brought to the Center by the lessee, nor shall they be responsible for any personal injury which occurs during the contracted use period.
5. Any malfunction of lights, heating, air conditioning or bathrooms are to be reported promptly to the Executive Director (OR Board of Trustees representative). No repairs are to be attempted by the lessee.
6. If sale of merchandise and/or refreshments is planned, specific approval shall be obtained at the time of the rental agreement.
7. Lighted candles and any open flame devices are forbidden throughout the building.
8. The lessee shall be responsible for all unusual building damage occurring during their contracted use period. Incidentals (damage, additional materials required, excessive cleaning, etc.) will be billed directly to the responsible party.
9. Any materials brought into the building must be removed at the termination of the contracted use period. If a reasonable extension is desired, permission must be obtained at the time of the rental agreement.
10. All areas with a "Keep Out" sign are not to be used in any manner.
11. Use of any costumes, props, lumber, hardware or other items belonging to PCA is strictly forbidden without prior consent.
12. At the conclusion of each day, all areas shall be left in 'clean' condition and suitable for immediate use. Exceptions shall be made in advance with the Executive Director. This includes the stage area.
13. It is the responsibility of the lessee to maintain proper conduct of all participants and audience members.
14. Recycling must be followed and all trash placed and tied in trash bags. Instructions will be given on handling for pick-up.
15. Any materials that cannot be placed in a tied trash bag shall be removed from PCA by the lessee.
16. Safety and fire regulations require that all exits and aisles must be kept open at all times. There are no exceptions.
17. Lessee shall be responsible for providing all of their own publicity for their event.

### **Drury Gallery**

1. No food or drink is allowed in the gallery with the exception of plain water unless agreed upon in advance.
2. If the Drury Gallery is used when art is being exhibited, the 'responsible party' for the lessee shall be named as responsible for the security of the art and accountable for any loss or damage that may occur during the contracted use period.
3. Art that is hung or displayed in the gallery cannot be moved on the walls nor shall the free standing display units be moved.

### **Office**

1. Use of the office shall be restricted to the use of the sink, refrigerator, and phone. Use of the computer is strictly forbidden.

### **Lower Level**

1. The room accessible by the stairway from the gallery shall at all times be functional as a fire exit.

### **Stairways**

1. All stairways shall be kept totally and completely clear and accessible at all times.

### **Zona Gale Theater & Control Booth**

1. No food or drink is allowed in the theater with the exception of plain water.
2. Use of the stage area prior to a presentation shall be limited to 12 hours unless special arrangements have been made at the time of the rental agreement.
3. If any materials are to be affixed to the stage, approval must be obtained at the time of the rental agreement.
4. Without exception, no materials or set pieces may be hung or affixed to the overhead light grid.
5. Without exception, the overhead ceiling rods shall not be used to hang or affix any stage properties or lights.
6. Permanent theater seats may not be removed unless negotiated at the time of the rental agreement.
7. The stage curtain shall be opened and closed only by using the pull ropes.
8. If the 'risers' are used they shall be returned to their designated storage area.
9. Use of the electric or grand piano shall be obtained when the rental agreement is being negotiated.
10. All instructions for the use of the electric or grand piano shall be strictly followed.
11. When not being used, the grand piano shall be returned to the piano garage or (with written approval) covered and the keyboard closed. Nothing shall be placed on the piano.
12. Arrangements for the use of the stage lighting and audio systems shall be negotiated at the time of the rental agreement.
13. The lessee must hire a person certified by the PCA to operate the sound and light board.
14. Only authorized personnel will be allowed access to the control booth. Permission to alter the sound or lighting system shall be obtained when the rental agreement is being negotiated.
15. When permission has been granted to alter the sound or lighting system, everything must be restored to its prior state. Failure to do so will result in the charge of \$35 per hour for someone to restore the lighting or sound system.
16. Lessee shall be responsible for providing their own ticket sellers, ushers, etc. unless specific arrangements are made at the time of the rental agreement.

I understand and agree to the above stated Building Use Rules.

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Lessee

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Date

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