I – INTRODUCTION & STATEMENT OF PURPOSE

Regent University Communication and Performing Arts Center (hereinafter referred to as the “Performing Arts Center”) is a performing arts, film, television and audio production facility, which is owned by Regent University and is operated by the University’s School of Communication and the Arts, in Virginia Beach, VA.

Reflecting the University’s motto of “Christian Leadership to Change the World” the Performing Arts Center facility has been developed for the primary purpose of providing a state-of-the-art, “hands-on” training ground for the graduate-level students at Regent University seeking to become leaders in the fields of communication, media and the arts around the world.

Secondarily, the facility exists to offer the people of southeastern Virginia and northeastern North Carolina a world-class venue for classical and modern theatrical, musical and dance performances in a beautiful Main Stage Proscenium Theatre (hereinafter referred to as the MAIN AUDITORIUM) which seats 712. (684 permanent seats and 28 Box Seats.)

Also housed within the Performing Arts Center is a “Black-Box/Experimental” Theatre known as the Studio Theatre; two Film/Video/DVD-equipped Screening Rooms; a 75’x75’ TV Production Studio with supporting Control Rooms; Audio Post Production Suites; and several state-of-the-art non-linear Video Editing Suites.

While this document deals primarily with the Theatre spaces within the building, many of the policies contained herein apply globally throughout the Performing Arts Center. Specific rate card and rental policy information regarding other areas of the Performing Arts Center may be obtained by contacting the office of the School of Communication and the Arts Technical Coordinator.

II – THEATRE SCHEDULING PRACTICES

The Regent University Performing Arts Center is an academic building. The theatre production spaces exist primarily as laboratories for the curricular programs of the Theatre, Cinema, Television and Journalism departments of the School of Communication and the Arts.

The top priority in the scheduling of the Performing Arts Center Theatre facilities will always be the instructional needs of the COM School and the University. Scheduling for Regent University and the School of Communication and the Arts will be made as far in advance as is necessary and/or appropriate. Requests by outside groups may be superseded by University needs, up to the point of a signed contract with any outside group.

All groups, whether on-campus or outside organizations, desiring to use any of the Performing Arts Center facilities must understand that they are guests in the facility and that their needs, while important, must be considered in the overall context of the ongoing educational programs.

A second, and equally important priority for the scheduling of the Performing Arts Center will be to make dates and spaces available for the Regent University community, as a whole, for classes, meetings, conferences, seminars, workshops and video teleconferencing.

A third priority would include requests for the facilities from Regent “family” organizations needing space in conjunction with activities planned at other nearby facilities, such as seminars and workshops at the Founder’s Inn and Conference Center or special events conducted by The Christian Broadcasting Network, Inc.

Finally, the Performing Arts Center will make dates available to off-campus groups, by rental agreement, for theatrical, dance and musical productions; concerts and other entertainment events; business meetings, conferences, workshops and seminars on an as-available basis, when such usage is compatible with the overall mission of the University.
III - GENERAL RENTAL INFORMATION

The Performing Arts Center is a non-union Performing Arts Center.

Usage of the Performing Arts Center facilities by non-University groups or organizations requires an exclusive Rental Contract, which is not transferable to any other party or parties.

The Performing Arts Center facilities are rented to outside groups under a “Four-Wall” policy, which means that the basic rental fee assessed for usage of any of the facilities within the Performing Arts Center will include only the following:

- The area (or areas) expressly stipulated in the rental agreement
- Normal Regent University Housekeeping janitorial services prior to the event
- Normal house climate control
- Normal house lighting in the Theatre(s)
- A basic front-of-stage lighting “wash” suitable for small conference lighting

A. The basic rental rate DOES NOT cover any additional sound, lighting, recording, presentation or other equipment or equipment packages or services that may be requested or required for a specific event.

B. The basic rental rate also DOES NOT cover the salaries of ushers, security personnel, ticket takers, box office personnel, stagehands, sound and light operators (or other technical or support staff), housekeeping staff, nor any other regularly employed personnel of the Performing Arts Center or the School of Communication and the Arts when required and used by the Leasing Party.

The Leasing Party may provide personnel to fill certain of the non-technical positions listed in (B) above, only with the express written approval of the Dean of the School of Communication and the Arts, or his duly appointed representative. All personnel provided by the leasing party shall be subject to the prior approval of Regent University. In addition, Regent University, the School of Communication and the Arts and/or the school’s Engineering Department reserves the right to stipulate in the rental agreement which of the above listed positions must be filled by Performing Arts Center staff or Performing Arts Center Technical Staff-approved personnel at the currently prevailing labor rate, chargeable to the Leasing Party, on a case-by-case basis.

Main Theatre, Studio Theatre, TV Studio, Audio & Video Post Production Suite and Film Stage rentals require a refundable damage/cleaning deposit in the amount of $500.00. Leasing Party must also provide a Certificate of Insurance evidencing general liability in the amount of $1,000,000, as well as “owned and non-owned” auto liability and property damage in the amount of $500,000, naming Regent University as also-insured. The Leasing Party shall be liable for any damage to University property any time Leasing Party occupies the facility for the purposes of move-in, set-up, rehearsals, performances, strike or move-out. Property damage, which exceeds the Damage Deposit, will be billed to the Leasing Party, along with any other applicable fees.

Leasing Party agrees to provide standard state approved worker’s insurance coverage in compliance with the Virginia Worker’s Compensation Act for all non-Regent University employees hired for each event.

In addition, the Leasing Party is responsible for payment of any and ALL additional services required for the production, which are not specifically stipulated in advance within the Rental Agreement.

Regent University reserves the right to decline the rental of any and/or all facilities within the Communication and Performing Arts Center.
IV - FACILITY RENTAL PROCEDURES

Off-Campus parties wishing to use the Performing Arts Center facilities should follow these procedures:

1. At least 90 days in advance of planned event, contact the Performing Arts Center Technical Coordinator at 757-352-4744 to inquire as to availability. Upon this first contact, a preliminary tour of the facilities may be scheduled with the Technical Coordinator and/or the Director of the Performing Arts Center.

2. If the requested dates are available, the Performing Arts Center Technical Coordinator will send the applicant (via mail, fax or e-mail) a packet of material including the Performing Arts Center FACILITIES USE POLICY; FACILITIES RENTAL APPLICATION, which includes a request for a CERTIFICATE OF LIABILITY INSURANCE and the BOX OFFICE EVENT SALES ADDENDUM included in this Policy document. The FACILITIES RENTAL APPLICATION should be completed and returned to the Performing Arts Center Technical Coordinator as soon as possible, detailing as many specifics of the event as possible. Upon receipt and initial review of the application, the Technical Coordinator will seek provisional approval from the Dean of the School of Communication and the Arts or his appointed representative. If approved, Leasing Party will be notified that the event has received tentative approval pending receipt (within 10 business days) of the required deposit(s), and the successful execution of the Performing Arts Center RENTAL AGREEMENT. All event, performance and/or rehearsal dates listed on the FACILITIES REQUEST APPLICATION will be entered into the Performing Arts Center Master Calendar as a tentative “on-hold” booking.

3. Subsequently, a pre-production meeting will be scheduled between appropriate coordinating and technical representatives of the renting organization and the Performing Arts Center technical staff to discuss the rental terms, labor rates and all technical requirements. (In the case of out-of-town parties, or parties who have rented from the University previously, a conference call may suffice.)

4. The Performing Arts Center Technical Coordinator will finalize the technical and logistical support needed for the event, and confirm all required labor rates, service charges and rental fees with the Leasing Party.

5. The Performing Arts Center Technical Coordinator will then seek approval from the Dean of the School of Communication and The Arts, or his representative, to proceed with the booking.

6. The signatures of the Leasing Party and the Performing Arts Center designee of the School of Communication and the Arts are required on the Production & Rental Fee Summary of the Performing Arts Center RENTAL AGREEMENT.

7. Applicant will be mailed, faxed or presented in-person a completed Performing Arts Center Rental Agreement Contract. Leasing Party should sign and return one copy of the agreement with a deposit check in the amount of 50% of the total negotiated rental fees, plus a check for the required $500.00 refundable Cleaning/Damage deposit. Specific instructions for applicable deposit amounts will be included with the Facilities Rental Agreement.
   - Deposit checks should be made payable to REGENT UNIVERSITY.
   - Please include a copy of the required CERTIFICATE OF LIABILITY INSURANCE.

   (See page five (5) of FACILITIES REQUEST APPLICATION)

8. Upon receipt of the above listed documents, and final approval from the Dean of the School of Communication and the Arts, the Performing Arts Center Technical Coordinator will confirm the event in the Performing Arts Center Master Calendar, and will notify the Leasing Party that the event is confirmed. Leasing Party’s promotion for the event may not begin until notified by the Performing Arts Center Technical Coordinator.
V - OTHER RESTRICTIONS AND REQUIREMENTS

1. **COMPLIANCE WITH ALL APPLICABLE LAWS**: No activities will be permitted in this facility, or on the campus of Regent University, which would violate any Regent University policy, or any Federal, State or Local law, ordinance, rule or regulation, or would be contrary to any regulation or orders of the Commonwealth of Virginia Board of Health.

2. **LEASING PARTY REPRESENTATIVE**: At the time of the execution of the Rental Agreement, the applicant(s) will furnish the name, address and phone numbers of a single representative of the renting parties who will be solely responsible to interface with the staff and management of the Performing Arts Center, and will be charged with the ability to make decisions, resolve problems and conflicts, and/or to negotiate any alterations in event procedures on behalf of the Leasing Party with the Performing Arts Center management.

3. **CONTRACT REVIEW**: Regent University reserves the right to review ALL contracts related to the presentation of an event in the Performing Arts Center, including contracts between Leasing Party and performers, speakers, subcontractors, managers and others. The University may require changes to these documents to ensure compliance with University, School of Communication and the Arts and/or Performing Arts Center policies.

4. **PROOF OF LICENSING FOR ALL MUSIC AND OTHER COPYRIGHTED MATERIALS**: Where applicable, Leasing Party must provide proof of licensing to the Performing Arts Center Technical Coordinator at the time the Rental Agreement is executed showing that Leasing Party has obtained proper permissions for all music and/or other copyrighted materials which are to be performed during the event. Regent University does not have a “blanket” license from any music performing rights society that would cover Leasing Party’s event.
   a. Organizations performing copyrighted music must contact ASCAP (212) 595-3050 and/or BMI (800) 669-4264 and/or SESAC (800) 826-9996 to secure appropriate permission to perform musical selections in their repertoire.
   b. The Leasing Party shall obtain and pay the fee for all licenses and permits necessary to conduct operations specified by this Agreement.
   c. The Leasing Party will assume all costs arising from the use of patented, trademarked, franchised or copyrighted music, materials, devices or dramatic rights used on or incorporated in the event.
   d. Leasing Party agrees to indemnify, defend and hold harmless Regent University and its employees from any claims or costs, including legal fees, which might arise from the questioning of use of any such materials described above.

5. **PERFORMANCE REPRODUCTIONS**: Event recording (film, video and/or audio) of any kind is strictly prohibited within the Performing Arts Center, without the express prior written consent of the Performing Arts Center management. Arrangements and/or notice of the intent to record Leasing Party’s event should be made at the time of the execution of the rental agreement. Any extra personnel or facility time required for installation, operation and removal of recording equipment MUST be provided for in the Rental Agreement, and paid for by the Leasing Party.

6. **DENIAL OF USE OF FACILITIES**: The University reserves the right to deny the use of its facilities to any applicant when in the judgment of University officials such use is not in the best interest of the University or of the community.

7. **UNIVERSITY EVENTS**: University and School of Communication and the Arts programs and events have facilities priority at all times, up until the time of execution of a contract between the University and Leasing Party for an event.

8. **PROMOTION OF EVENTS AT THE PERFORMING ARTS CENTER**: Leasing Party is responsible for all event advertisement and/or promotional material. Use of any Regent University or Performing Arts Center trademarks, photos and/or logos in ads or promotional material is expressly prohibited without the express written approval of Regent University Vice President of Development prior to placement, distribution or dissemination of said material. Advertising and promotional material must be submitted to the Performing Arts Center Technical Coordinator for approval prior to dissemination or distribution.
9. **PROMOTERS NOTE:** (Contract Riders) Outside Promoters are completely responsible for providing any and ALL meals; beverages; snacks; “craft services”; towels; soaps; shampoos; flowers; and any other items (including the required service personnel for such) as may be stipulated in the “Contract Rider” by an artist’s management for the artist(s). All such activities must be coordinated in advance through the office of the Performing Arts Center Technical Coordinator.

- **CREW MEALS:** When show, show set-up and/or show strike conditions warrant, “Craft Services” and/or meals for Performing Arts Center staff and/or freelance contractors working as crew members hired to facilitate events at the Performing Arts Center can be arranged by the Technical Coordinator at an additional cost to the leasing party. The cost of this service will be added to the Facilities portion of the leasing contract.

10. **CATERING:** Food service within the Communication Center is limited to:

   a. Meals and snacks for performers, cast members, production personnel and staging/lighting/sound crew members who cannot leave the facility during load-in, set-up, rehearsal, production, strike, or load-out shall be confined to specific backstage areas of the Communications Center.
      - (Please check with the Technical Coordinator for specifics on this policy.)
   b. Concessions service (when available) will be provided by members of the Theatre Dept. of the School of Communication & the Arts as a fundraising activity for the Theatre Dept. Availability of the Concessions service depends exclusively upon the availability of Theatre Dept. students and staff.
   c. The Communication Center does not allow receptions within the building. Outside users of the facility who wish to serve food or drinks at their event should contact the Special Events manager at THE FOUNDERS INN – which is located on the Regent University campus – or the Manager of the Regent Ordinary at the Student Center. Both can provide food service options at their specific locations.
      - In general, food and/or beverage is NOT allowed in the COM Lobby.
      - Food and beverage is NEVER permitted in the Main Theatre, Studio Theatre, TV Studio or the Screening Rooms.
      - The Film Stage/Rehearsal Hall and the Theatre Acting Lab may sometimes be used for catered meals for crew and performers as listed in “a” above – when said usage fits within the framework of the scheduling for Academic usage of those rooms – and with the approval of the Technical Coordinator.

11. **PUBLIC SAFETY DEPT. AND UNIVERSITY OVERSIGHT ACCESS:** Regent University Security, as well as Performing Arts Center technical and management personnel shall have free and unfettered access at all times to all spaces occupied by the Leasing Party.

12. **FACILITY CAPACITIES:** The Leasing Party shall not sell more tickets nor seat more patrons than the approved seating capacity of the facility. Check with the Performing Arts Center Technical Coordinator for seating capacities of the various Performing Arts Center venues for each event.

13. **FINAL PAYMENT OF FEES:**

   In addition to the Deposits required at execution of the Facilities Rental Agreement:

   a. “Free-to-the-public” events:
      - Final payment of all University & Performing Arts Center Facility, Personnel and Service Fees will be due and payable no later than 10 business days prior to the event. Failure to meet this deadline may void the current contract and jeopardize any future Performing Arts Center availability to that business, organization, group or individual. Any balances remaining caused by last minute additions or penalties will be invoiced to the Leasing Party within 20 business days after the event, and are due and payable within 10 business days after receipt of the invoice.
b. Events for which tickets are sold:
   - Unless tickets are sold exclusively through the Performing Arts Center Box Office (via the Performing Arts Center Online Ticketing Service) the balance of all negotiated Facility fees must be forwarded to the Performing Arts Center Technical Coordinator no later than 10 business days prior to the opening performance of any event.
   - Any post-event balances (for additional staffing and/or facilities services) will either be deducted from Box Office receipts (see below) or will be invoiced within 20 business days after the event. All Regent University invoices for Facility and/or personnel services are due within 15 days after receipt of invoice.
   - Regent University reserves the right to cancel any contract prior to the event, or refuse to allow future bookings after the event, for failure to meet these deadlines.
   - When tickets are sold exclusively through the Performing Arts Center Box Office (via the Performing Arts Center On-line Ticketing Service), any remaining balance owed the University will be subtracted from the gross Box Office receipts, and the balance of said receipts remaining will be forwarded to Leasing Party within 30 business days.

c. Overdue accounts will be assessed a late fee.

d. When no damage repair or excessive cleaning expenses have been noted at the conclusion of an event, the refundable Damage/Cleaning deposit may be deducted from any remaining balance owed to Regent University by the Leasing Party.

e. Checks for all services and facility fees should be made payable to: REGENT UNIVERSITY

f. Personnel considered to be Independent Contractors who are used to staff many events at the Performing Arts Center will invoice the Leasing Party separately from the overall Regent University Facilities Invoice. In such cases those personnel will NOT be included in any Regent University invoice. The Performing Arts Center Technical Coordinator will notify the Leasing Party in advance of circumstances in which this may occur.

14. ON-HOLD DATES:
   a. An event date (or dates) can be placed “On-Hold” for no more than 10 business days without receipt of the required deposit. After 10 business days, the requested date (or dates) may be released – if other parties become interested in the same dates.

15. CANCELLATIONS:
   a. Notice of cancellation, received in writing at least 30 days prior to an event, will release the full deposit, including the Cleaning/Damage deposit, minus a $100 administrative fee, back to the Leasing Party.
      - No Leasing Party may sublet or rent any Performing Arts Center facility, room or space to any other party.
      - Regent University reserves exclusively the right to rent or lease any and all Performing Arts Center facilities.
   b. If severe inclement weather, or any other “Act of God” totally outside the control of the Leasing Party, causes cancellation less than 14 days prior to the event, Performing Arts Center management will work with the organizers to assist in the possible rescheduling of the event at a later date. If no adequate re-schedule date can be confirmed, the University will refund 100% of all deposits, minus a $100 administrative fee.
   c. In the event of a cancellation for any reason other than those described in (a) and (b) above with less than 14 business days notification, all facility fees, as described in the Performing Arts Center Facility Rental Agreement shall be considered due and immediately payable. In addition, any and all deposits paid to date will be forfeited.
   d. Leasing Party shall be solely responsible for publicizing any cancellations after the event has been publicly announced.
e. Neither the Performing Arts Center, nor the University, shall be held responsible by any party, in any manner, for expenses related to the cancellation of an event.

f. In the event of cancellation for any cause, Leasing Party shall be solely responsible for refunding all previously sold tickets, holding Regent University harmless from all claims.

16. INTERRUPTION OR TERMINATION OF EVENT: The University shall retain the right to cause the interruption of, or cancellation of, any Performing Arts Center event in the interest of Public Safety or when such an event, in the sole judgment of the University or Performing Arts Center management, poses any threat of harm to Performing Arts Center equipment, facilities or personnel, or to any event performers or to the general public in attendance, or could create liability or damage to Regent University.

17. EVENT SECURITY: Event security needs should be determined during the pre-production meeting.
   a. All Security personnel expenses will be billed to the Leasing Party at the prevailing labor rate.
   b. Performing Arts Center management, in consultation with the Regent University Director of Safety and Security, reserves the sole right to determine the total number of security personnel and the particular safety needs of each event.
      ➢ Certain events, by their nature, may require more security than stipulated in (17a) above for the safety of all patrons and artists.

18. LIABILITY: The Leasing Party shall indemnify and hold Regent University harmless from all claims, liabilities, causes of action, and expenses (including reasonable attorney’s fees) arising out of any and all third party claims. The Leasing Party shall be fully liable for all damages caused by Leasing Party, its members, actors, crews, employees, officers, directors, guests and invitees. Regent University shall not be held liable for injuries to persons participating in or attending any event in the Performing Arts Center, which is sponsored by an outside organization.

19. AUXILIARY MUSIC EQUIPMENT: The Leasing Party shall provide all musical instruments (with the exception of music chairs, music stands, stand lights and music shell) that are to be used in the orchestra pit or on stage during the Leasing Party’s event. The Leasing Party or its agents, under the supervision of the designated Performing Arts Center event coordinator, shall install such instrumentation. A 9-foot Grand Piano is available for most events, at an extra charge to the Leasing Party. (See Fee Schedule.) Use of any Performing Arts Center-owned musical instruments and equipment must be requested (and added to the Rental Agreement) at the time of the execution of the original rental agreement. At the Leasing Party’s request and expense, the Performing Arts Center piano can be tuned immediately prior to the event; two weeks advance notice is required. Please check with the Performing Arts Center Technical Coordinator for details. Only Performing Arts Center designated contractors may tune Performing Arts Center pianos.

20. ORCHESTRA PIT and STAGE MUSIC STAND LIGHTING: Power for music stand lighting is available by prior arrangement at an additional fee. (See Fee Schedule.)

21. REHEARSAL SCHEDULE: All rehearsal dates MUST be disclosed and scheduled prior to the final execution of the Rental Agreement. Any additional rehearsal times desired by the Leasing Party, but not stipulated within the rental contract, cannot be guaranteed. If available, all additional rehearsal times will be billed at the posted rental fee, plus a late scheduling penalty of $100.00 per occurrence.

22. DELIVERY OF GOODS: Sets, costumes and other materials belonging to the Leasing Party delivered prior to the time stipulated in the Rental Contract will not be accepted by Performing Arts Center staff without prior written arrangements with the Performing Arts Center Technical Coordinator.
   a. Early delivery, if approved, will incur additional fees.
   b. The Performing Arts Center makes no guarantee that space will be available to receive material early.
   c. The Performing Arts Center staff will accept no shipments, of any kind, if the carrier demands payment upon delivery.
23. **BANNED ACTIVITIES & SUBSTANCES:**
   a. The Performing Arts Center is a smoke-free facility. Smoking is never permitted inside the facility.
   b. In general, service or consumption of alcoholic beverages within the Performing Arts Center is prohibited, without the express written consent of the Dean of the School of Communication and the Arts. Any alcoholic beverages brought into Performing Arts Center without authorization will be confiscated.
   c. Local, State and Federal Laws prohibit the unlawful possession, use and/or distribution of:
      - Controlled substances
      - Stimulants
      - LSD and other hallucinogenic substances
      - Marijuana, Hashish, Cocaine; etc.
   d. Any individual (including artists and/or crew) found to be in violation of either the Performing Arts Center's prohibitions or any Local, State and/or Federal Law will be subject to immediate removal from the Performing Arts Center premises and arrest by campus Public Safety Officers.

24. **SAFETY COMPLIANCE:** The Leasing Party shall use and occupy said premises in a safe and careful manner, and shall comply with all applicable municipal, state and federal laws, rules and regulations as prescribed by the fire and police departments and other governmental authorities, as may be in force and effect during the tenancy period. Leasing Party must ensure that all event participants and attendees comply with all Regent University, School of Communication and the Arts and Performing Arts Center safety and security rules and regulations.

25. **OBSTRUCTIONS:** The Leasing Party shall not allow any sidewalk, hallway, stairway, lobby, vestibule, sound lock, entranceway or any other public passageway to be blocked or otherwise obstructed in any manner. While in the building, the Leasing Party and all organizers, participants and attendees must comply with all ADA (Americans with Disabilities Act) regulations.

26. **SEATING ON STAGE:** Leasing Party will not permit or cause to permit audience seating on the stage, stage wings, back-stage or in the aisles.

27. **HAZARDOUS MATERIALS:** Except as listed below in the conditions set forth in item #27, the Leasing Party shall agree not to allow any flammable oils, fluids, explosives or other hazardous materials, which may endanger life or cause bodily injury, to be brought onto the Performing Arts Center premises or the University campus. Performing Arts Center and/or other appropriate University personnel shall have the right to require the immediate removal from the campus of any such materials, substances, objects or equipment, at Leasing Party’s expense, if any.

28. **LIVE FLAME and/or SMOKE as props for Theatrical, TV or Film Productions:** By order of the Fire Marshal, Campus Security and Building Services MUST be informed (at least 10 business days in advance) whenever an open flame or “smoke” producing device is requested to be used on or in any Performing Arts Center stage, studio, room or space. If your production requires any of these devices, please make advance arrangements through the Performing Arts Center Technical Coordinator by calling 757-226-4744. Last minute requests WILL be declined.

29. **ANIMALS FOR STAGE PRODUCTIONS:** Arrangements must be made in advance for the use of any animals in stage productions. Leasing Parties will be totally responsible for the care, feeding, safety and/or clean-up of any animals used in productions within the building. There are NO spaces available within the Communications building to house or store animals used in productions. Leasing party must make proper arrangements for storage of animals outside the building. The Dean of the School of Communication & The Arts must approve (in writing) ALL requests for the use of animals in the COM Building.

30. **POSTERS, BANNERS, BALLOONS, CONFETTI & OTHER MATERIALS:** Users may not attach posters, banners, balloons or any other materials to any surfaces in Performing Arts Center, including, but not limited to, walls, doors, curtains, furniture and windows, with the exception of the use of approved theatrical “spike” tape applied to the floor of the stage to show actor’s marks and set/furniture positioning. It is the Leasing Party’s responsibility to completely remove ALL such marking tape from the floor at the conclusion of the performance. Failure to follow these procedures may incur additional cleaning fees. All signage
must be approved and produced by the Regent University Facilities Services Department. Placement of signs within and outside the building shall be coordinated with the Communications Center Technical Coordinator. **Non-approved signage or sign placement is strictly forbidden.**

31. **STAGE PREPARATION:** Under no circumstances will Leasing Party allow any nails, tacks, screws or other similar articles to be attached or driven into any door, wall, ceiling, floor or any other part of the permanent structure of the Performing Arts Center without the express, written consent and supervision of the Performing Arts Center Director of Engineering. **No painting is allowed on the Stage at any time.**

32. **OBJECTIONABLE PATRONS:** Performing Arts Center management reserves the right to have any objectionable patrons removed from the premises. Neither the Performing Arts Center, nor Regent University will be held liable in any way for damages incurred through the exercise of this right.

33. **CONCURRENT USE:** During the dates and times specified in the Rental Agreement, the Performing Arts Center reserves the right to make available other public areas of the facility, including, but not limited to, the lobby, vestibules, hallways, box offices, classrooms, labs, etc., to other users, provided such use will not unreasonably interfere with the use covered in the Rental Agreement.

34. **REMOVAL OF LEASING PARTY’S EQUIPMENT, PROPS, ETC.:** Any equipment, materials, props, etc. brought into the facility by the Leasing Party, shall be removed immediately after the event unless prior arrangements have been made in writing. Any property left on the premises by the Leasing Party shall, after a period of 48 hours from the last day of tenancy be deemed abandoned and will become the property of the Performing Arts Center to be disposed of or utilized at the University’s discretion.

35. **MOVE-IN, SET-UP, STRIKE & MOVE-OUT RATES:** Move-in, Set-up, Strike and/or Move-Out which does not fall immediately adjacent to rehearsal or performance time periods and would be covered in that day’s normal rental will be charged at a ½-day rate. *(See Facility Fee Schedule.)*

36. **INVOICING FOR ADDITIONAL CHARGES:** Within 20 business days after the completion of the event, the Leasing Party will be invoiced for any additional charges that remain unpaid. These charges must be paid in full within 10 business days from receipt of invoice. If tickets were sold through the Performing Arts Center Box Office/Online Ticket Services, any additional charges will be deducted from the gross ticket sales receipts. Any remaining balance will be forwarded to the Leasing Party within 20 business days after the completion of the event.

37. **EXPENDABLES/CONSUMABLES:** The Leasing Party shall be responsible for all expenses related to the purchase of expendable/consumable items (i.e., batteries, color media, etc.) needed to produce each event. Expendables will be included in post-event invoicing.
VI - GENERAL HOUSE RULES

A. Building Access & Etiquette

1. The Leasing Party will find the Performing Arts Center facilities clean and ready for occupancy prior to each use. It is the responsibility of each Leasing Party to insure that any loose paper products, general trash, clothing and any lost & found items are cleared from the rented facility (and any support rooms) prior to leaving the building after each rehearsal and performance. Failure to perform a general clean up will result in the loss of the Damage/Cleaning Deposit and/or may incur additional housekeeping fees.

2. The Leasing Party agrees to leave the Performing Arts Center facilities in the same condition as existed prior to the event.

3. It is the responsibility of the Leasing Party to immediately inform the assigned Performing Arts Center Event Supervisor of any damage done to the facility or any of the facility’s equipment during occupancy of the building. Failure to do so will result in additional surcharges.

4. Performing Arts Center access by performers and crew for load-in, rehearsals and performances will be via the Stage Personnel Door at the south side Loading Dock. All personnel will be issued Performing Arts Center identification passes, which should be prominently displayed at all times, with the exception of time on stage during performances. Personnel not displaying this ID will be refused admittance to, or may be escorted from the building. The Leasing Party shall provide a preliminary list of all artists, musicians and crew members who will require entry into the building during the licensed event at least one-week (5 business) days prior to the scheduled event. The list should include a schedule for each person. All ID cards must be returned to the Performing Arts Center Event Supervisor at the end of the event. A finalized list of all personnel requiring admittance to the Performing Arts Center for each event must be forwarded to the Operations Mgr. no later than three (3) business days prior to event.

5. The general public should always enter the building through the front lobby of the building.

6. PARKING: The Performing Arts Center parking lot will accommodate approximately 700 vehicles.

   - Parking in the Performing Arts Center parking lot is free. The Performing Arts Center can provide parking lot attendants to facilitate a limited number of reserved parking spaces - at an additional charge – should Leasing Party request this service prior to the execution of the contract.
   - Parking for all events is allowed only in designated parking areas.
   - No parking is allowed on the grass, on sidewalks or along streets unless directed by designated security personnel. Violators may be towed at vehicle owner's expense.
   - Actors, cast members, musicians and event crew should park in the south side parking lot, only.
   - Actors, cast members, musicians and event crew will be issued a temporary Performing Arts Center parking placard, which must be displayed in the front windshield of their car while on campus. Leasing Party should request parking passes at least 7 days prior to the event.
   - There is no parking in front of the loading dock. All vehicles must be moved immediately after loading and unloading. Violators will be towed at vehicle owner’s expense.

7. TOURING SHOW VEHICLES: There may be room for one (1) tour bus or tractor-trailer to park in the Backyard Lot area immediately adjacent to the Loading Dock. (Arrangements to park in this area must be made in advance with the Performing Arts Center Operations Manager.) All other Touring Show vehicles should park in the southeast end parking lots.

8. EXTENDED HOURS: At the discretion of the on-site Performing Arts Center Event Supervisor, the building may be opened earlier, or kept open later than the times originally contracted. The Leasing Party should make arrangements for this as far in advance as possible. (See Fee Schedule on page 19 for standard length of rehearsals.)

9. Areas of the Performing Arts Center building not specifically listed in the rental agreement should be considered off-limits to everyone associated with the event. A color-coded map of the building will be supplied to the Leasing Party clearly marking areas that are open to the Leasing Party.

10. Weapons (including, but not limited to: guns, knives, slingshots, blowguns, Pepper Spray and Mace, etc., except for those in the possession of Law Enforcement personnel and Campus Security Officers) are prohibited at all times.
11. **Generally, no animals are allowed in the building.** Exceptions will be made for Guide Dogs for the Blind, and animals necessary for stage productions when arrangements for those animals have been approved in advance and appropriate fees have been included in the Performing Arts Center Rental Agreement. Adequate, humane and safe containment of show animals is the responsibility of the Leasing Party, under the supervision of the Performing Arts Center Event Supervisor.

12. **Food and beverages** (with the exception of bottled water) are never allowed in the theatres or Screening Rooms. A $100.00 surcharge, payable to Regent University, will be assessed to the Leasing Party for each offense. This applies to all groups using the Performing Arts Center facilities.

   - Food and beverages are allowed on a case-by-case basis ONLY in the Performing Arts Center Green Rooms; Dressing Rooms; the staging area near the Loading Dock; Film Stage; Acting Labs and in any hallways with concrete floors in the rear of the building.
   - Leasing Party may set up cast & crew “Craft Services” in areas specifically designated by the Performing Arts Center Technical Coordinator. Charges for the extra room(s) requested for this service will be added to the invoice.
   - Leasing Party is responsible to insure that everyone associated with the event complies with this Performing Arts Center Food & Beverage Policy.

13. **SALE of PROGRAMS, RECORDS, TAPES & OTHER NOVELTIES AND PRODUCTS:** Sale of all such items on University property requires advance approval from the Technical Coordinator of the School of Communication and the Arts. Leasing Party is responsible for any and all applicable city, state and/or federal taxes. Leasing Party agrees to pay Regent University a commission on the sales of all such products under the following general guidelines:

   - 501(c)(3) and other not-for-profit organizations – 10% of gross product sales
   - For-Profit groups – 20% of gross product sales

14. **The loading dock is to be used for loading and unloading only.** It is not a parking space. Violators are subject to being towed at owners' expense.

15. The Communications Center is in daily use by the University as a classroom and studio/laboratory, as well as a performance venue. Please be courteous to others and pick up after yourself.

16. Valuable items should never be left unattended, even backstage. Leasing Party is responsible for assuring that event participants’ valuables are secure. The Theatre Dressing Rooms, when available, contain a limited number of lockers. Leasing Party is responsible for providing and removing padlocks to protect valuables. Padlocks left on lockers after Leasing Party has vacated the venue will be cut off. Regent University shall not be held responsible for any lost or stolen items.

   - Luggage, equipment cases, instrument cases or other packages should never be left unattended in any public areas of the facility. Unattended or abandoned bags/packages are subject to confiscation and disposal by appropriate campus security personnel.

17. **Performing Arts Center** plants and furniture are not set props and must remain in the lobby or in the room where they are found. In general, Performing Arts Center plants and furniture may not be moved or rearranged for any reason.
B. **Scheduled Event Times**

1. The Leasing Party should ensure that all events start on time and are delayed only in case of unusual technical difficulties or extreme weather conditions.
2. Performances should begin promptly as scheduled.
3. **The Performing Arts Center** suggests that total performance time not run past 11pm. The building closes to the public at midnight. If not already applicable, personnel rates will move to “time-and-a-half” Overtime after Midnight.
4. The building will be opened to cast & crew 30 minutes prior to scheduled rehearsal time, unless prior arrangements have been made with the **Performing Arts Center** Technical Coordinator.
5. Rehearsals should begin and end promptly as scheduled.
6. The building lobby and Box Office will be opened to the general public one and one-half (1½) hours prior to scheduled performance time.
7. The auditorium will be opened to the public by the House Manager 30 minutes prior to curtain unless other arrangements are made in advance by the Leasing Party.
VII - BOX OFFICE & HOURS OF OPERATION

Currently, the Performing Arts Center Box Office hours for ticket sales are Monday through Friday 1p to 5p and one hour before show time. The Box Office can be opened earlier in the day on the weekend of the event by prior arrangement, however extra charges will be assessed for this option.

Box Office Contact Info
Box Office Ticket Sales: 757.352.4245
Online Ticket Sales: http://www.Regent.edu/theatre
Box Office Manager: 757.352.4298

1. Event Sales Addendum
   - When using the services of Regent University Box Office for ticket sales, the Leasing Party must submit
     an Event Sales Addendum at the time of the signing of the rental contract to ensure Box Office accuracies
     for prices, dates, times, venue, etc.

2. Box Office Ticket Sales, Box Office Service Fees and Comps
   - The Performing Arts Center can print and sell tickets for your event, both by phone and in person from
     the box office, as well as online at www.Tix.com. Orders must be arranged at least 4 weeks before the
     production date by filling out the Event Sales Addendum.
   - Use of the Performing Arts Center Box Office is not required. However, the sale of all tickets MUST be
     coordinated with the Performing Arts Center’s Box Office Manager and all PAC polices must be followed.
     The Leasing Party may contract use of the “WILL CALL” window for the date of event, or may purchase a
     “Will Call” table for the lobby to use for ticketing services. There are nominal charges for these services.
   - The standard fee for a full service Box Office is 3% of the gross ticket receipts - or $500, whichever is
     greater. The full service rate includes all set-up charges (ticket windows/telephone sales/will-call pick up)
     for advance ticket sales, day of performance operation and basic report services. Online sales and all
     other services must be arranged in advance with the Box Office Manager.
     The basic Box Office Service Fee does not include Box Office agent labor charges for pre-event sales.
   - For basic “WILL CALL-Only” window services on the day of a performance, Leasing Party will pay a
     nominal Service Fee of $50 for the Box Office, plus the current hourly rate listed elsewhere in this
     document for a Box Office Supervisor. Additional ticket sellers, if needed, are also available at the
     currently prevailing labor rate.
   - The Leasing Party shall provide the Performing Arts Center Technical Coordinator with at least 10
     COMP tickets per show.

Receipts for ticket sales through the Performing Arts Center Box Office, either by ticket sales or through the
Internet will be issued and mailed to the Leasing Party (minus any applicable taxes owed) in the form of a
check 10 business days after the last performance.

3. www.Tix.com Internet Ticket Service fees
   a. www.Tix.com and Regent University Box Office charges customers Shipping and Handling Fees for each
      order where Tickets are printed and mailed by www.Tix.com or any third party hired by www.Tix.com.
      The Shipping and Handling Fees are in addition to all other Service Fees. The Box Office Manager will go
      over all current online ticket policies and fees in pre-production meetings with the leasing party.
b. The Leasing Party hereby agrees that Customers are entitled to full refunds for cancelled, postponed or relocated events. Leasing Party accepts responsibility for all refunds related to cancelled, postponed or relocated events.

c. The Leasing Party hereby warrants that Event(s) will not be over-sold (Main Theatre has a 712 seat capacity) and that the number of tickets allocated for sales by www.Tix.com specified in the Event Sales Addendum(s) combined with all other sales for said Event(s) will not exceed fire codes or any other capacity restriction or limitation. See section #6 below.

d. www.Tix.com or Regent University will not be responsible for the over-selling of Event(s). Leasing Party hereby agrees to reimburse www.Tix.com and Regent University for all costs, including, but not limited to, Credit Card Processing Fees, Charge back Fees, oversell penalty fee, labor and administrative expenses incurred by www.Tix.com or Regent due to Event(s) being over-sold.

e. Leasing Party agrees that the Face Value of Tickets sold on www.Tix.com will not exceed the price of tickets sold through any other means by Leasing Party.

4. Admissions Tax

- Regent University is required by law (Virginia Beach City Code, section 35-181) to pay admissions tax to the city of Virginia Beach for any paid event held on the premises by all for-profit organizations and businesses. The admissions tax is 10% of the gross receipts exclusive of any state or federal tax. The Leasing Party is directly responsible to pay this tax to the City of Virginia Beach. The Performing Arts Center’s Box Office Manager will require complete audience and ticketing statistics from the Leasing Party immediately after the event, in order to notify the City’s Tax Revenue office.

5. Administrative Costs

- Box Office staff is available at an additional charge, according to the labor rate schedule provided in this document.
- Box Office personnel requirements are as follows:
  - For seating more than 150 patrons – a minimum staff of three (3).
  - For seating less than 150 patrons – a minimum staff of two (2).

6. Capacity Clause: If the Leasing Party waives the professional ticketing service provided by Regent University’s on-site box office and chooses to provide its own ticketing services, the client is solely responsible for not exceeding the posted seating capacity for the event venue. If the ticketing exceeds the capacity of the venue for any reason, a surcharge of $2000.00 will be assessed on the final invoice to the client. All patrons in excess of the posted capacity will be escorted from the venue.

**Note that utilization of the Performing Arts Center Box Office for ticket services does not relieve the Leasing Party of the responsibility of paying performers according to their contracts with the Leasing Party.**

Regent University shall not be held responsible for paying performers who are contracted by the Leasing Party.
VIII - STAFFING, SERVICES, ETC.

A. Labor information

1. Personnel required for any positions deemed beyond the full-time and/or normal Monday-through-Friday business hours staffing capacity of the Performing Arts Center will be hired either as temporary University employees through the Regent University Human Resources Department or will be contracted by the Technical Coordinator for the Leasing Party as short term independent contractors or “temp” employees of local staffing services. In the case of short-term independent contractors and staffing services, the Leasing Party will be invoiced directly and separately by those contractors at the negotiated labor rates listed elsewhere in this document.

   - Freelance Contractor invoices will be 'separate and in addition to' the overall facility invoicing by Regent University.

2. Performing Arts Center technical staff must certify that any person hired in this manner is fully qualified for the position they are hired to fill. Such personnel will perform their duties at all times under the supervision of Performing Arts Center staff.

3. All events scheduled in the Performing Arts Center will have a Performing Arts Center staff member assigned as an Event Supervisor at the prevailing labor rate listed in this document.

4. All events scheduled in the Performing Arts Center must utilize the services of trained staff for all required key “front-of-house” operations. (i.e. Front-of-House Manager, Box Office Manager, Head Usher, etc. – See Box Office section of this document.) Some or all of these individuals may invoice Leasing Party separately.

5. Unless approved in writing in advance by the School of Communication and The Arts Director of Engineering, all events scheduled in the Performing Arts Center must utilize the services of Performing Arts Center professional staff (or Performing Arts Center approved Freelancers) for all key technical “backstage” operations, either in a hands-on production capacity (i.e. Lighting Board, Sound Equipment, Projectors, Scissors Lifts and Performing Arts Center computers), or in a supervisory role, where deemed applicable and appropriate by the Performing Arts Center Director of Engineering. (Minimum Performing Arts Center staffing, minimum call times and normal on-the-clock requirements, as well as Labor Rates for various positions can be found elsewhere in this document.

6. When feasible and appropriate, the Performing Arts Center may provide qualified Regent University students to fill the certain staffing needs for certain theatre events.

7. The costs associated with hiring personnel to fill any and all necessary positions for each event will be passed on to the Leasing Party in the final invoicing process. Personnel costs are in addition to the normal facility rental fees, and may, in some cases, be individually invoiced separately from any Regent University invoices.

8. After examining an event's requirements, the School of Communication and The Arts Technical Operations staff will determine the minimum number of personnel required for each event.

9. When approved, in writing and in advance, by the Dean of the School of Communication and the Arts, small non-profit organizations may be allowed to utilize organization volunteers to staff certain non-technical positions such as ushers, box office attendants, ticket takers and concession stand personnel. Each person provided by the Leasing Party for these positions must agree to attend Performing Arts Center staff-led safety training prior to the event. All such personnel must also follow both the guidelines stipulated in this document and any instructions provided by Performing Arts Center staff.

10. In order to protect the Performing Arts Center facility and equipment the Performing Arts Center Event Supervisor (and/or his/her designated representative) and other School of Communication and the Arts
management shall have full authority to veto or modify any order or direction issued by Leasing Party, its representatives, its employees or its contractors.

B. Stage

1. Without the express written consent of the Dean of Regent University School of Communication and the Arts, except for bottled water in closable containers, there will be no food or drink allowed on the stage or in the backstage areas, except as necessary for the actual performance. Leasing Party is responsible for making sure everyone affiliated with their event understands this policy.
   a. A $100.00 surcharge will be assessed to the Leasing Party for each violation.

2. Stairs are conveniently provided (via the Sound Locks through the exit doors on the right- and left-hand side of the stage) for access between the stage and the audience seating area of the Main Theatre. For safety, and aesthetic reasons – cast, crew & other production personnel should refrain from any other form of access to the stage.
   a. A $100.00 surcharge will be assessed to the Leasing Party for each violation.

3. No live flame, explosive or smoke producing devices will be allowed in any production without the prior consent of the Performing Arts Center Technical Staff.

4. Any live flame, explosive or smoke producing devices when allowed in a production, must be used carefully and with necessary caution and adequate countermeasures such as sand buckets and manned fire extinguishers. (See Smoke/Flame generation notification requirements on page 8 of this document.)

5. Advance notice (normally at time of the pre-production Technical meeting) must be given if the orchestra pit is to be used. Specific reference as to how the pit will be used must be noted in the Rental Agreement.

6. Only Performing Arts Center Technical staff, or Performing Arts Center-trained and/or approved individuals may operate the counterweight “Fly” system and/or the Orchestra Pit lift.

7. The Performing Arts Center Technical staff must approve any items or units to be flown, as well as all rigging, and has the right to refuse to hang or fly anything deemed unsafe.

8. Leasing Party may not pin, staple or tape anything to the drapes, curtains or walls.

9. Only personnel who have been issued BACKSTAGE CREDENTIALS will be allowed backstage. Leasing Party must provide a list of all participants who require such access. Unauthorized visitors will not be allowed backstage.

10. The public shall not be invited on stage without prior approval.

C. Lighting and Sound

1. The Performing Arts Center Lighting Supervisor is available to design the lighting for your event. Estimated costs associated with this service are available upon request.

2. Leasing Party will be charged for the actual purchase price, plus an appropriate handling fee, for all color media requested for each event’s Lighting Plot. Arrangements for all lighting color media must be made in advance with the Performing Arts Center Lighting Supervisor. The Performing Arts Center does NOT provide patterns, cookies, gobos or templates.

3. Only Performing Arts Center staff (or Performing Arts Center-approved technicians) may operate the lighting or sound control equipment. Sound tapes and/or CDs required during any performance or event, must be given to the Audio Supervisor (with an event run-down sheet) in the sound booth at least one-hour prior to sound check. All tapes must be pre-cued. All mixing, dubbing, splicing or editing is to be prepared and provided by Leasing Party in advance, or arranged with Performing Arts Center technical staff during the required pre-production meeting. On-stage monitors (or additional monitors) may not be available when requested less than 1-hour prior to a sound check or curtain call. There will be an additional cost for all recording/editing services when they are provided by Performing Arts Center staff.

4. House audio/video feeds and/or electricity to power video and/or audio recording equipment will not be made available when notice for such is received less than 1-hour prior to sound checks and/or curtain calls.
5. All Leasing Party requests for the removal of house seating in order to accommodate any video camera or camera JIB positions within the Main Theatre MUST be made in writing, via e-mail, and received by the Technical Coordinator at least 5 business days prior to the first intended usage of such space.

6. Sound levels during rehearsals and performances shall not interfere with any University classes being held in the building.

D. Scenery and costume shop

1. The Performing Arts Center Scene Shop is used solely by the University Theatre Department for Regent University productions. The Performing Arts Center cannot provide scenery, props, costumes or make-up to the Leasing Party. Please contact the CBN Scenic Shop at (757) 226-2680 for a Quotation on scenic design, construction and labor.

2. Performing Arts Center does not provide sewing machines or any other equipment used to effect repairs to costumes. Leasing Party should arrange to have these items available, if deemed necessary. Arrangements for a room suitable for costume repair and maintenance can be made in advance with the Performing Arts Center Technical Coordinator.

3. Performing Arts Center does not provide hand tools, portable power tools or building, construction, furnishings, materials or supplies to Leasing Party. Use of any University-owned stationary power tools in the shop is not allowed.

E. Move-in / set-up / strike / move-out

1. Performing Arts Center assumes no responsibility for outside rented equipment, props or any other items the Leasing Party may need for their event.

2. Performing Arts Center Loading Dock space is extremely limited, and the timing of Move-In and Move-Out will require strict coordination with the Performing Arts Center Technical Coordinator. Vehicles used to transport sets and equipment to and from the Performing Arts Center will be allowed to remain parked at the loading dock only as long as it takes to load or unload those sets and/or equipment.

3. Performing Arts Center will accommodate Leasing Party’s sets, props and costumes only from the contracted move-in to move-out date(s), unless prior arrangements have been made with the Performing Arts Center Technical Coordinator, and any associated fees have been paid. Under normal circumstances, Leasing Party should not plan on moving anything into Performing Arts Center until the move-in day noted in your rental agreement.

4. It is advisable for Leasing Party to provide dust covers for any furniture and set props when they are not in use. Performing Arts Center will not provide dustcovers.

5. Strike will occur immediately after the final performance. Any property left after a period of 48 hours after the final performance will be considered abandoned and becomes the property of the University, to be disposed of or utilized at the University’s discretion.

6. There will be an additional fee imposed to return stage lighting to our basic "Rep Plot" after a major stage production.

7. Any Move-In, Set-up, Strike or Move-Out time not directly adjacent to, and therefore included in that day’s rental fee, will be charged at the ½-day rate for the facility in question. (See Facility Fees for more information.)
F. **Staffing**

1. All staffing requirements for each event will be defined during pre-production meeting(s) between **Performing Arts Center** technical staff and the prospective Leasing Party.
   - See minimum staffing levels on the next page.

2. For each event, **Performing Arts Center** will provide an Event Supervisor to oversee the event operation and facility usage and act as liaison between the Leasing Party and **Performing Arts Center**. The authority of the designated **Performing Arts Center** Event Supervisor is absolute with regard to times of opening the house, start of program, safety of staff and audience and the protection of the facility. The Event Supervisor will act with the full authority of **Performing Arts Center** in supervision of any front-of-house personnel supplied by the Leasing Party. The **Performing Arts Center** Event Supervisor will be on duty one-hour before curtain (or as arranged in advance) and will remain on duty until the house is completely cleared after rehearsals and performances, and at any other time deemed appropriate by the **Performing Arts Center** management.
   - See “Labor Rates” section for costs associated with the position of Event Supervisor.

3. Where appropriate, a **Performing Arts Center** staff Technical Supervisor or **Performing Arts Center**-approved freelance Technical Supervisor will be on-site for all rehearsals and performances and will act with the full authority of **Performing Arts Center** Management regarding supervision of all on-stage and back-stage activities related to the event.
   - See “Labor Rates” section for costs associated with the position of Technical Supervisor.

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**Regent University**
Communication & Performing Arts Center

**MAIN THEATRE DIMENSIONS**

**ADDITIONAL DIMENSIONS**
Stage Height Reference: 0'-0"
Fly Gallery: 24'-0"
Car Walk: 36'-0"
Loading Gallary: 52'-4"
Grid Box Deck: 61'-4"
Loading Door: 8'-0" x 18'-0"
Tape Door: 11'-11" x 11'-11"
Button Length: 50"
Minimum **Performing Arts Center** staffing for a **Basic Rehearsal**: *(See Facility Fee Schedule)*

<table>
<thead>
<tr>
<th>Main Auditorium</th>
<th>Studio Theatre</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Event Supervisor</td>
<td>(1) Event Supervisor</td>
<td>Performing Arts Center Staff or Performing Arts Center-hired &amp; approved personnel</td>
</tr>
</tbody>
</table>

**Basic Rehearsal**: Basic Rehearsals include ONLY minimum reserved facility, HVAC, and a generic Stage Rehearsal Lighting Plot, with no additional instruments, equipment or technical personnel required. A Basic Rehearsal will not require the operation of ANY technical equipment beyond normal house plot stage lighting. Technicians required for more than basic rehearsals may be arranged for in advance on an "a la carte" basis. **Extra charges will apply.**

Technical and Full Dress rehearsals may require additional personnel, depending on the needs of the rehearsal, and should be arranged in advance through the **Performing Arts Center** Technical Coordinator’s office.

**Standard Performing Arts Center** staffing for a **General Admission performance**: *(See Facility Fee Schedule)*

<table>
<thead>
<tr>
<th>MAIN THEATRE</th>
<th>STUDIO THEATRE</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Event Supervisor</td>
<td>(1) Event Supervisor</td>
<td>Performing Arts Center Staff Only</td>
</tr>
<tr>
<td>(1) Lighting Designer / Master Electrician</td>
<td>(1) Lighting Designer / Master Electrician</td>
<td>Performing Arts Center Staff or Performing Arts Center-approved personnel</td>
</tr>
<tr>
<td>(1) Audio Engineer</td>
<td>(1) Audio Engineer</td>
<td>Performing Arts Center Staff or Performing Arts Center-approved personnel</td>
</tr>
<tr>
<td>(1) House Manager</td>
<td>(1) House Manager</td>
<td>Performing Arts Center Staff or Performing Arts Center-approved personnel</td>
</tr>
<tr>
<td>(4) Box Office Assistants</td>
<td>(2) Box Office Assistants</td>
<td>Performing Arts Center-approved personnel or Leasing Party-provided personnel under supervision of Performing Arts Center House Manager</td>
</tr>
<tr>
<td>(8) Usher / Ticket Takers</td>
<td>(4) Ushers/Ticket Takers</td>
<td>Performing Arts Center-approved personnel or Leasing Party-provided personnel under supervision of Performing Arts Center House Manager. Reserved Seat events will require additional Ushers.</td>
</tr>
<tr>
<td>(2) Stagehands</td>
<td>(2) Stagehands</td>
<td>Performing Arts Center-approved personnel under the supervision of Performing Arts Center Event or Technical Supervisor.</td>
</tr>
<tr>
<td>(2 to 4) Housekeepers</td>
<td>(2) Housekeepers</td>
<td>University personnel ONLY – number dependent on after event requirements.</td>
</tr>
<tr>
<td>Security Officers - **</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Security Officer - **</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**- University personnel ONLY – based on expected audience.**

- Lighting Hang/Focus & Strike requires at least three Lighting Techs – the total number required depends on the complexity of the lighting design for each event.
- Audio requirements in excess of a single on-stage or back-stage microphone may require an A-2 Tech
- "Follow Spots", automated lights, unusual Audio & Video Projection demands, etc will require additional personnel.
- Ushers: Full Reserved Seating in the Main Theatre, including balcony seating, may require at least 6 additional ticket taker/ushers.
- Depending on the specifics of your event, Coat Room personnel may be needed as well.
- Staffing listed above is in addition to any non-Technical assistants provided by the Leasing Party, required to produce your event. In addition, other personnel may be required depending on the specific needs of the production.
Normal Work Hours:

- **LOAD-IN/OUT**: Call is 15-minutes before “Load-In/Out” begins - to 15-minutes after completion.
- **PERFORMANCE**: Call is 1 hour before Curtain, until 15-minutes after performance clean-up or complete strike & load-out.
- **PERFORMING ARTS CENTER MINIMUM CREW CALL is 4 hours.**
  - Each technician/stagehand will be paid for a minimum of four-hours for each call.

Normal Work Breaks:

- Any professional staff or technicians arranged through Performing Arts Center will take 60-minute meal breaks (on their own) as close to the 12 Noon to 1 pm, or the 5pm to 6pm hours as is possible, but no later than 5 hours after the commencement of the work shift. Please plan your event schedule accordingly.

- If Leasing Party desires for crews to take their meal breaks “on-site” in order to minimize downtime, Leasing Party, through prior arrangements with the Performing Arts Center Technical Coordinator, must provide a quality meal for the crew, and allow a 30-minute meal break as close to the above times as is possible.

  - Arrangements for all on-site crew and artist meals must be made in advance with Performing Arts Center Technical Coordinator.

- The Theatre’s normal business hours of 7am to 12 midnight must be observed.

- A 10- to 15-minute rest period should be observed after every two-hour work period.

- Technicians should not be scheduled to work longer than 12-hours in a workday. OT Charges apply after 8-hours.

- There should be a break of at least 8-hours before the next day’s call.

Any additional labor which may be required for an event after the rental agreement is signed, will be invoiced to the Leasing Party, either directly by Regent University or by the freelance contractor, as is appropriate to the situation.

When tickets are sold through the Performing Arts Center Box Office or Internet Ticket Service – any normal business hours charges for facilities personnel may be deducted from the gate receipts along with all other Facilities and Service fees.

- However, even when Performing Arts Center Box Office is used for ticketing, the fees for ALL Freelance or Contract Labor must be settled between contractor & leasing party via contractor invoice. Performing Arts Center staff, used after normal University business hours, shall be considered freelance contract labor by the leasing party.

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Failure to comply with any of the Facilities Guidelines of Regent University, The School of Communication and the Arts, and the Communication and Performing Arts Center will be taken into consideration when a renting party applies for future use of the Performing Arts Center.
ROOM FEE & DEPOSIT SCHEDULE

MAIN THEATRE
FACILITY CAPACITY: Seating for 712, including 28 Box Seats

<table>
<thead>
<tr>
<th>Days</th>
<th>Type of Usage</th>
<th>Standard Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any Day</td>
<td>EVENT DAILY RATE – Up to 10 Hrs between 8am to 11pm (Includes any day that the theatre is unavailable for other usages) Concerts, Recitals, Plays, Workshops</td>
<td>$2000.00 ¹</td>
</tr>
<tr>
<td>Any Day</td>
<td>EVENT HALF-DAY Rental – (Load In to Load Out - 5-Hrs Max)</td>
<td>$1200.00 ¹</td>
</tr>
<tr>
<td>Any Day</td>
<td>Additional Tech/Dress Rehearsal (same day) – add per Rehearsal</td>
<td>$500.00</td>
</tr>
<tr>
<td>Any Day</td>
<td>Additional Performances (same day) – add per Performance</td>
<td>$750.00 ¹</td>
</tr>
</tbody>
</table>

STUDIO THEATRE
FACILITY CAPACITY: 125 t o 190 – Variable depending on current Theatre Department Stage set-up

<table>
<thead>
<tr>
<th>Days</th>
<th>Event Frequency</th>
<th>Standard Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any Day</td>
<td>EVENT DAILY RATE – Up to 10 Hrs between 8am to 11pm (Includes any day that the theatre is unavailable for other usages) Concerts, Recitals, Plays, Workshops</td>
<td>$1250.00 ¹</td>
</tr>
<tr>
<td>Any Day</td>
<td>EVENT HALF-DAY Rental – (Load In to Load Out - 5-Hrs Max)</td>
<td>$750.00 ¹</td>
</tr>
<tr>
<td>Any Day</td>
<td>Add’l Tech Rehearsal (same day) – add per Rehearsal</td>
<td>$250.00</td>
</tr>
<tr>
<td>Any Day</td>
<td>Add’l Performances (same day) – add per Performance</td>
<td>$450.00 ¹</td>
</tr>
</tbody>
</table>

For ALL ticketed events, please NOTE:
¹ – Leasing Party will be charged the flat Room Rental Rate OR 9% of the Gross Ticket Receipts, whichever is greater.

DISCOUNTS are available for 501(C)(3) NOT-FOR-PROFIT Organizations.
Check with Performing Arts Center Technical Coordinator

FACILITY DEPOSIT is 50% of the Full Rental/Equipment/Services Rate for each event.

All of the above rates include standard utilities, basic house lighting plot and basic 1-microphone sound set-up.

Additional equipment, personnel and services are available on request at an additional cost.

See Labor Rates on Page 20, and minimum staffing requirements on Page 16.

Not-for-Profits are required to provide a copy of the group’s 501(c)(3) designation.

Facility Rental rates are subject to change without notice.

All times listed above include immediately adjacent load-in, set-up, strike and load-out times. Any additional load-in, set-up, strike and load-out times will charged at ½ the Full Day Rental Fee.

FACILITY OVERTIME FEE: There may be an additional Facility fee of $250 per hour levied for any time any room is used in excess of the previously contracted rental time. Non-Profit groups will be charged $150 per hour.

The Basic House “Conference” Lighting Plot is included in the facility fee above. Specialized lighting plots must be arranged in pre-production meetings with Performing Arts Center technical staff, at additional expense. Supplemental lighting equipment may be reserved, in advance of your event at the prices listed below.

Revised: July 1, 2014
Page 21 of 29
RWH
### Auxiliary Room Rentals

<table>
<thead>
<tr>
<th>Room Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRAND LOBBY (No food or beverage allowed)</td>
<td>$350.00 per Rental</td>
</tr>
<tr>
<td>SCREENING ROOM &quot;A&quot; – Seats 91</td>
<td>$500.00 per Rental plus Operator, plus Downlink Charges, if applicable.</td>
</tr>
<tr>
<td>SCREENING ROOM &quot;B&quot; – Seats 40</td>
<td>$300.00 per Rental plus Operator, plus Downlink Charges, if applicable.</td>
</tr>
<tr>
<td>THEATRE ACTING LAB (w/ stage floor and black curtains in ¾ configuration – Limited Lighting &amp; Audio capabilities.)</td>
<td>$450.00 per Rental plus seating &amp; table charges, if applicable</td>
</tr>
<tr>
<td>CAMERA ACTING LAB</td>
<td>$450.00 per Rental plus seating &amp; table charges, if applicable</td>
</tr>
<tr>
<td>Other Performing Arts Center rooms</td>
<td>Available by quote</td>
</tr>
</tbody>
</table>

**All Room rates are subject to change without notice.**

### Additional Lighting Equipment:

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIGHTING DESIGN</td>
<td>$750.00 per event</td>
</tr>
<tr>
<td>Follow Spot (2-available)</td>
<td>$75.00 each per day + Operator’s Daily Rate</td>
</tr>
<tr>
<td>Standard Lighting Units beyond Basic House Plot</td>
<td>$10.00 per unit - per day</td>
</tr>
<tr>
<td>Automated Instruments (Must be rented from an out-of-house vendor and requires an additional Lighting Technician)</td>
<td>Cost of rental per day + Operator’s Daily Rate</td>
</tr>
<tr>
<td>Lighting Color Media (Requires advance notice)</td>
<td>$300 per event – Flat Fee – for any usage</td>
</tr>
<tr>
<td>Gobos &amp; Other Lighting-related items</td>
<td>Available by quote</td>
</tr>
</tbody>
</table>

A basic public address system, consisting of house speakers and up to 2 hard-wired microphones (on stands or podium) is included in the facility fee above. On-Stage monitors, wireless mics, other additional sound equipment and the required operators/technicians may be reserved in advance for your event at the prices listed below.

**Complete LIGHTING DESIGN Services are available by quotation.**

### Additional Sound Equipment:

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional hand-held microphones (including stand and cable)</td>
<td>$30.00 per microphone per day</td>
</tr>
<tr>
<td>Wireless microphone system (which includes one 9v battery per microphone.)</td>
<td>$40.00 per system, per day</td>
</tr>
<tr>
<td>On-Stage monitors</td>
<td>$20.00 per day/per monitor</td>
</tr>
<tr>
<td>All other Sound-related items</td>
<td>Available by quote</td>
</tr>
</tbody>
</table>
In addition to the equipment listed previously, there is an additional charge for the staffing listed below. Positions required for each event will be set-forth in the pre-production meeting with Performing Arts Center technical personnel, depending upon the needs of each event. The Performing Arts Center reserves the right to stipulate which of these positions must be staffed with Performing Arts Center-approved personnel. All positions listed below must be paid at an overtime rate of time-and-a-half for all hours (or portion of hours) over 8 per day.

**Labor Rates:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate (4-Hour Minimum)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performing Arts Center Event Supervisor</td>
<td>$ 50.00 per hour</td>
</tr>
<tr>
<td>Performing Arts Center Technical Supervisor (Backstage)</td>
<td>$ 50.00 per hour</td>
</tr>
<tr>
<td>Performing Arts Center House Manager</td>
<td>$ 25.00 per hour</td>
</tr>
<tr>
<td>Performing Arts Center Box Office Manager</td>
<td>$ 25.00 per hour</td>
</tr>
<tr>
<td>Box Office Assistants</td>
<td>$ 15.00 per hour</td>
</tr>
<tr>
<td>Ticket-Takers / Ushers</td>
<td>$ 12.00 per hour</td>
</tr>
<tr>
<td>Performing Arts Center Lighting Supervisor</td>
<td>$ 50.00 per hour</td>
</tr>
<tr>
<td>Lighting Tech (Pre-Cued Show)</td>
<td>$ 25.00 per hour, per technician</td>
</tr>
<tr>
<td>Automated Fixture Programmer/Operator</td>
<td>$ 50.00 per hour</td>
</tr>
<tr>
<td>Follow-Spot Operator</td>
<td>$ 25.00 per hour, per operator</td>
</tr>
<tr>
<td>Performing Arts Center Audio Engineer</td>
<td>$ 50.00 per hour</td>
</tr>
<tr>
<td>Performing Arts Center Audio Technician</td>
<td>$ 40.00 per hour, per technician</td>
</tr>
<tr>
<td>Audio Technician – A2 (On-Stage)</td>
<td>$ 35.00 per hour, per technician</td>
</tr>
<tr>
<td>Film Projectionist</td>
<td>$ 25.00 per hour, per projectionist</td>
</tr>
<tr>
<td>Video/Film Technician</td>
<td>$ 25.00 per hour, per technician</td>
</tr>
<tr>
<td>Stagehand/Props</td>
<td>$ 25.00 per hour, per stage hand</td>
</tr>
<tr>
<td>Master Electrician</td>
<td>$ 50.00 per hour</td>
</tr>
<tr>
<td>Electrician</td>
<td>$ 25.00 per hour, per electrician</td>
</tr>
<tr>
<td>Head Rigger</td>
<td>$ 40.00 per hour</td>
</tr>
<tr>
<td>Rigger/Flyman</td>
<td>$ 40.00 per hour, per rigger/flyman</td>
</tr>
<tr>
<td>Wardrobe</td>
<td>$ 25.00 per hour, per artist</td>
</tr>
<tr>
<td>Hair/Makeup Artist</td>
<td>$ 50.00 per hour, per artist</td>
</tr>
<tr>
<td>Loader / Deck Hand - (4) needed for Lg. Trailer /or/ (2) for Small</td>
<td>$ 45.00 per Truck, per hand</td>
</tr>
<tr>
<td>Forklift Driver</td>
<td>$ 30.00 per hour (plus Forklift Rental)</td>
</tr>
<tr>
<td>Coat Check/Concession Attendants</td>
<td>$ 12.00 per hour, per attendant</td>
</tr>
<tr>
<td>Security Officer (1 per each 200 persons in attendance)</td>
<td>$ 40.00 per hour, per officer</td>
</tr>
<tr>
<td>Traffic Control Officer (1 per each event)</td>
<td>$ 40.00 per hour, w/ 2-hour minimum</td>
</tr>
<tr>
<td>Parking Lot Attendants</td>
<td>$ 15.00 per hour, per attendant</td>
</tr>
<tr>
<td>Housekeeping Services (Labor &amp; Supplies Fees)</td>
<td>$210.00 per event</td>
</tr>
<tr>
<td>Hospitality Services (University Facility Services Dept. Labor &amp; Services Fees)</td>
<td>$150.00 per event</td>
</tr>
<tr>
<td>Working Crew Craft Services Fee</td>
<td>Cost, plus 20% administrative fee</td>
</tr>
</tbody>
</table>

All Labor rates are subject to change without notice.

The above list represents those positions which would normally be filled for most events within the Main Stage and Studio Theatres. Other personnel may be required depending on event requirements.
## Additional Equipment & Services:

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>FILM SCREENING: Main Theatre w/ 10K Lumen Video Projector to a 14’x34’</td>
<td>$2,500.00 (+ required technicians &amp; Satellite Downlink Fee, if applicable)</td>
</tr>
<tr>
<td>Batten-Flown Front Projection Screen (Multi-format Video/DVD or PowerPoint</td>
<td></td>
</tr>
<tr>
<td>and 16mm/35mm film projection capabilities)</td>
<td></td>
</tr>
<tr>
<td>FILM SCREENING: In Screening Rooms with 4K Lumen Video Projector w/</td>
<td>Lg. Screening Rm - $1000.00 Sm. Screening Rm - $600.00</td>
</tr>
<tr>
<td>4x3/16x9 Screen (includes VCR/DVD player for video playback, PC for PowerPoint, or 16/35mm film projection)</td>
<td>(Downlink &amp; technicians extra)</td>
</tr>
<tr>
<td>Television / VCR for video playback</td>
<td>$ 50.00 per day</td>
</tr>
<tr>
<td>Television / DVD player for video playback</td>
<td>$ 75.00 per day</td>
</tr>
<tr>
<td>Portable Overhead Projector w/ screen</td>
<td>$ 25.00 per day</td>
</tr>
<tr>
<td>Portable PowerPoint/Video Projector w/ screen</td>
<td>$125.00 per day</td>
</tr>
<tr>
<td>“Smart” Podium (w/ PowerPoint/PC – DVD/VHS playback controls)</td>
<td>$ 50.00 per event</td>
</tr>
<tr>
<td>Public Address System (Portable, including mixer, amp &amp; microphone)</td>
<td>$175.00 per day (PA Operator is extra)</td>
</tr>
<tr>
<td>White Boards</td>
<td>$ 20.00 per day</td>
</tr>
<tr>
<td>Baldwin Concert Grand Piano – For use on the Main Stage ONLY</td>
<td>$350.00 per day</td>
</tr>
<tr>
<td>Baby Grand Piano - Lobby &amp; other areas within Performing Arts Center</td>
<td>$ 175.00 per day</td>
</tr>
<tr>
<td>Piano Tuning Service by Performing Arts Center approved Piano Tuner</td>
<td>$ 125.00 per tuning</td>
</tr>
<tr>
<td>One-man Genie Lift (Operated ONLY by Performing Arts Center Staff)</td>
<td>$ 25.00/hr or $75.00/day + Operator</td>
</tr>
<tr>
<td>Two-man Scissors Lift (Operated by Performing Arts Center Operator)</td>
<td>$ 35.00/hour - $100.00/day + Operator</td>
</tr>
<tr>
<td>20’ Ladder</td>
<td>$ 25.00 per day</td>
</tr>
<tr>
<td>Wenger Music Shell</td>
<td>$500.00 per install or removal</td>
</tr>
<tr>
<td>Choral Risers (10-person capacity per section – 9 sections available)</td>
<td>$ 30.00 per day per section</td>
</tr>
<tr>
<td>4x8 Flat Risers (Stackable to 3 high – 9 sections available)</td>
<td>$ 55.00 per day per section</td>
</tr>
<tr>
<td>Music Stands (no lights) (50 Maximum)</td>
<td>$ 2.00 per stand per day</td>
</tr>
<tr>
<td>Music Stands (w/ lights) (50 Maximum)</td>
<td>$ 5.00 per stand per day</td>
</tr>
<tr>
<td>Musician Chairs (50 Maximum)</td>
<td>$ 4.00 per chair per day</td>
</tr>
<tr>
<td>Dance Floor - Marley</td>
<td>$500.00 per install + Labor</td>
</tr>
<tr>
<td>Molded Plastic Folding Chairs</td>
<td>$ 2.50 each / per set-up</td>
</tr>
</tbody>
</table>

**ALL equipment requires an operator at additional charge.** See “Labor Rates” info.

**All equipment rates are subject to change without notice.**

### Other Fees:
- Refundable Cleaning/Damage Deposit: **$500.00** per event, regardless of number of performances.

---

**Regent University** reserves the right to **add to, alter, amend or delete** any of the provisions of the above document at any time, without notice.

Please fill out the attached THEATRE RENTAL APPLICATION completely;
Detach from this Policy Document;
Return to the **REGENT UNIVERSITY** Performing Arts Center Technical Coordinator for consideration.
THEATRE RENTAL APPLICATION

Applicant: ____________________________________________________________

Name of Company, Corporation, or Organization

Address: __________________________________________________________________________

City/State/Zip: ______________________________________________________________________

Name, Title & Phone # of Principle Contact:

________________________________________________________________________________

Telephone: (B) ___________________      (H) __________________    (Fax) __________________

1. Please give the name of, and a full, detailed description of the event for which the facilities are being requested, and the content of the event. Include the name(s) of all performers or performing groups.

(Please attach additional sheet(s) as needed.)

NAME OF EVENT:

Please give a detailed description of the proposed event, including a basic timeline of activities:

________________________________________________________________________________

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________________________________________________________________________________
2. Give a detailed description of the facilities that you feel that you will need in order to adequately produce your event, including all support rooms (Dressing Rooms, Green Rooms, etc.) and any additional equipment/services (dance floor, etc).
Please include a full description of the particular activities that will be taking place in each of these rooms.

(Attach additional sheet(s) as needed.)

3. Please give the name, locations and contact phone numbers of any other facilities (and dates of appearances) where this or other events under your sponsorship have been presented.

4. If admission is to be charged, please name all recipients of the proceeds from this event. (If more than one, please list the percentile distributions.)

5. Bank Reference (include the name of Bank Officer)

Personal or Business References:
Name                                      Address & Phone Number

____________________________________________________________________________________
6. Please list the dates and times being requested for **ALL** load-ins, load-outs, performances, rehearsals, dress rehearsals and tech rehearsals in the timeline for your event:

<table>
<thead>
<tr>
<th>Date:</th>
<th>Time from:</th>
<th>Time to:</th>
<th>Activity Details:</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>
7. Please list all front-of-house and backstage staffing that you feel will be needed to adequately accomplish all activities associated with production of your specific event in this venue. **Please be as detailed as possible:**

*Note the attendance requirements for ushering staff & Security listed in the Rental Policy Manual.*

**Load-In, Set-Up, Rehearsal(s), Performance(s), Strike and Load-Out**

<table>
<thead>
<tr>
<th>Number Needed:</th>
<th>Position Needed:</th>
<th>Activity needed for:</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>
8. Name and address of Booking Agent, if any, for Performers:
____________________________________________________________________________________

9. Do you hold a Business License or Certificate of Incorporation?  YES  NO
If so, name the city and state where license/incorporation takes place, the name and address of the registered
agent and the registration number(s).
____________________________________________________________________________________

INSURANCE

A Certificate of Personal & General Liability Insurance in the amount of $1,000,000, including coverage for owned-
and non-owned Automobile/Property Damage in the amount of $500,000 (with Regent University named as "Also
Insured") is required in order to book this event in the Communication and Performing Arts Center.

Do you have a current liability insurance policy covering events & venues?  YES  NO
If Yes, please attach a copy of your Certificate of Insurance (with Regent University named as an additional
insured) with this Rental Request.  If not, please arrange to have that Certificate faxed to the Technical Coordinator
at (757) 352-4279 as soon as possible.

SEATING:

GENERAL ADMISSION  RESERVED SEATS

Will Tickets Be Sold to this Event?  YES  NO  Anticipated Attendance: ______ per performance
Will there be scaled ticket pricing?  YES  NO
Please explain: _______________________________________________________________________
____________________________________________________________________________________

Please list ticket prices:  Gen’l Admission: ______  Reserved: ______  Box Seats: ______
Students: ______  Sr. Citizens: ______  Military: ______

Will you need Box Office Services?  YES  NO  Full-Service
"Will-Call" Window Only
The selling of tickets to this event must be coordinated with our Box Office Manager.

What date will Tickets go on sale?

Will programs, audio/video tapes, CDs, DVDs or any other novelties be offered for sale?  YES  NO
Do you plan to video or audio record any or all of your event?  YES  NO

Is your group a 501(c)(3) “Not-For-Profit” organization?  YES  NO
If so, please attach a copy of your group’s 501(c)(3) Documentation.

All of the above questions must be answered in full before any dates can be placed on-hold and/or a Formal Rental
Agreement can be executed.

________________________________________________
Signature of Applicant & Date