

# **Center of Performing Arts Internal Operations Policy Manual Santa Clara University**

The **Center of Performing Arts Internal Operations Policy Manual** is intended to provide information related to the internal operations of the Center for CPA members defined as a faculty member, staff member, or student (major or minor) from within the Justice and the Arts Initiative, Music at Noon Program, Department of Theatre and Dance, or Center of Performing Arts.

Policies and procedures related to finances, facilities **and** technical support were also added to codify practices as well as to better ensure fair and transparent operations.

The **Center of Performing Arts Internal Operations Policy Manual** is a working document that will be revised from time to time.

**Center of Performing Arts  
Internal Operations Policy Manual  
Santa Clara University**

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## **Season and Events**

**Guidelines for Center of Performing Arts Standard Season**

Each academic year the Center of Performing Arts presents a season of events that can include, but is not limited to, the following<sup>1</sup>:

#### Department of Theatre and Dance

- Main Stage Theatre Production – 1 per quarter
- Studio Theatre Production – 1 per quarter
- Dance concert – 2 per year (different quarters)
- Student Dance Festival – 2 per year (different quarters)
- Student One Act Festival – 2 per year (different quarters)
- Musical Theatre Workshop Performance – 1 per year, every other year

#### **Procedures for Submitting a New Event for the Center of Performing Arts Season**

1. The faculty member organizing the new event is responsible for scheduling a meeting between the faculty member, department chair, and CPA Director. In the meeting, the following will be discussed:
  - production requirements including technical support<sup>2</sup>;
  - event details including calendar dates (tentative dates should be scheduled by January 15<sup>th</sup> of the prior academic year), venue, and ticket prices;
  - marketing requirements, including web support and receptions;
  - funding sources, including requests for financial support from the CPA; and
  - administrative role of the CPA in all areas of event.
2. The CPA Director will determine if the event should be added to the season by considering several factors including resource availability and the alignment of the event with the mission and vision of the Center and University.
3. Events chosen for the CPA season will be announced no later than May 15<sup>th</sup> of the academic year prior, and will receive a base level of production support. Any additional support discussed in conjunction with CPA presentation of the event will be detailed in an agreement written by the CPA. All parties (faculty member, department chair and CPA Director) must sign the agreement. The faculty member and his/her department will be responsible for fulfilling all other event requirements not detailed in the agreement.

#### **Procedures for Requesting Grant Funding from the CPA**

1. A CPA member may apply for a CPA grant in support of a performing arts project.

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<sup>1</sup> Departments can decide at their discretion not to produce an event, or not to include an event as part of the Center of Performing Arts season. This does not constitute an opening in the season, and does not guarantee an opportunity to substitute in a new event.

<sup>2</sup> Technical support provided by individuals other than technical faculty, trained student technicians, or CPA technical staff must be approved by the CPA.

2. The proposal must be submitted at least 2 weeks before the start of the project.
3. The grant proposal should not exceed five single-spaced pages and should include each of the following sections: (1) title and description of project; (2) timetable; (3) relevance to past and future research or teaching; (4) grants or fellowships (internal or external) received during past three years; (5) description of how the project relates to the mission and vision of the CPA and University; (6) itemized budget with justification, listing of other funding sources and grant administration details. The project description must include, when appropriate, production requirements including technical support needs, event details including calendar dates, venue, and ticket prices; and marketing requirements including web support and receptions. The budget request may include direct funding or in-kind contributions such as front-of-house support. There is no specific upper limit on the budget but most grants will be less than \$5,000.
4. The department chair must approve the funding request (via email) before the proposal is considered by the CPA.
5. If a grant is awarded, the CPA Director will schedule a meeting with the faculty member to review details of the award, and make any alterations necessary based on received funding.

#### **Procedures for Preparing University or External Grant Proposals to Fund New CPA Season and Mid-Season Events**

1. The faculty member applying for a University or external grant is responsible for scheduling a meeting between the faculty member, department chair and CPA Director at least two weeks before the proposal deadline<sup>3</sup>. In the meeting, the following will be discussed:
  - 1) Production requirements/additional production required for grant, including technical support;
  - 2) Event details including calendar dates (tentative dates should be scheduled by January 15<sup>th</sup> of the prior academic year), venue, and ticket prices;
  - 3) Marketing requirements or additional marketing required for grant, including web support and receptions;
  - 4) Additional funding sources, including requests for financial support from the CPA;
  - 5) Clarification of the role the CPA will play in all aspects of the grant;
  - 6) Options for hiring student or contract staff to assist with event needs;
  - 7) Options for other University connections;
  - 8) Grant administration details:
    - a) Will the CPA or department manage grant funds?
    - b) Will the faculty member or CPA receive grant funds?
    - c) Should someone from the CPA be a PI on the grant?
2. The CPA will provide a written agreement based on the discussion outlined above detailing available support (for season events, in addition to the base level of

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<sup>3</sup> In order to be included in the CPA season, funding must be received by May 15<sup>th</sup> of the prior academic year.

- support). All parties (faculty member, department chair and CPA Director) must sign the agreement. The faculty member and his/her department will be responsible for fulfilling all event requirements. All decisions regarding season events will be pending funding and funding must be received by May 15<sup>th</sup> of the academic year prior for the event to be included in the CPA season.
3. The faculty member must supply the CPA with a copy of the grant and correspondence regarding funding level. The faculty member is responsible for notifying the CPA whether or not he/she receives all or a portion of the grant funding.
  4. If funding is granted, the CPA Director will schedule a meeting with the faculty member to review the written agreement and make any alterations necessary based on received funding levels.

## Sales and Promotion

### Ticket Sales Policy

The Center of Performing Arts sells tickets for all Center of Performing Arts season events. All revenue from season event ticket sales remains with the Center of Performing Arts. If departments choose to present their own events, they are responsible for selling or providing tickets for their event in accordance with Dean's office revenue policies.

### Event Promotion Guidelines

All Center of Performing Arts season events receive a base level of promotional support that includes, but is not limited to, the following<sup>4</sup>:

1. Programs
2. Front-of-house staff (House Manager and ticket sales)
3. Publicity
  - a. season brochure
  - b. website posting
  - c. on-campus posters
  - d. flyers to all SCU faculty and staff and handouts
  - e. e-mail to all SCU faculty, staff, and students
  - f. local calendar listings
4. Technical Support for Music At Noon and the Justice and the Arts Initiative including sound system, lighting system, and stage set-up *but not* including scenic design or construction.

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<sup>4</sup> At the discretion of the CPA Director, working in consultation with the Department Directors or Chairs and in accordance with available resources, events with targeted audiences, broad appeal, or good outreach opportunities, and/or events that directly support the mission of the Center of Performing Arts may receive additional support. Such support might include mailings, press releases, special promotional offers, newspaper advertising, radio advertising, web advertising, and receptions.

## Venue Use

### Policy on Venue Access for CPA Members

Members of the Center of Performing Arts, defined as a faculty member, staff member, or student (major or minor) from within the Justice and the Arts Initiative, Music at Noon program, Department of Theatre and Dance, or Center of Performing Arts, are permitted to reserve space within the Center of Performing Arts venues for academic purposes.

### CPA Member Fee Policies

A fee is not charged to Center of Performing Arts members for events, rehearsals, or performances that are 1) presented or sponsored by the Center of Performing Arts, 2) directly related to a Santa Clara University academic course, or 3) in support of faculty scholarship as needed for tenure and promotion.

A fee will not be charged to faculty and staff with current appointments for use of rehearsal spaces as long as appropriate reservation procedures are followed.

CPA members with a current Santa Clara University appointment can rent the Center of Performing Arts facilities using the same policy as an undergraduate academic client (see external client manual), with the exception that all non-University insurance requirements must be met for events with invited audiences that are not presented<sup>5</sup> by a CPA member.

CPA members can rent the CPA facilities for non-CPA season events presented by the department using the same policy as a University undergraduate academic client (see external client manual).

### CPA member Reservation Policy

Space must be reserved through the Center of Performing Arts or appropriate department office (see venue details in this manual). The SCU account number for the department of the faculty or staff member reserving the space assumes University responsibility and liability for any damages to the venue or equipment therein. *Please note, a rental fee will be charged to the department for any use of the Mayer Theatre or Recital Hall that has not been reserved through the Center of Performing Arts.*

### Policies related to Center of Performing Arts Student Honorary Societies

The Center of Performing Arts recognizes the two student performing arts honorary societies: Delta Omicron (music) and Alpha Psi Omega (theatre).

CPA student honorary societies are permitted to meet in either the Recital Hall (Delta Omicron) or the Fess Parker Studio Theatre (Alpha Psi Omega) *once per academic*

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<sup>5</sup> Presenting entity must pay for the rental of the facility using an internal expense transfer from its SCU department budget.

*quarter* without a fee for the sake of an official group meeting or to present an artistic work provided that 1) the appropriate department chair has agreed to use a department account string to cover the cost of any damages to the facility, 2) a full-time faculty member from the appropriate department has agreed to act as the sponsor for the group and attend the meeting or presentation for the duration of the reservation, 3) the group and activity adhere to all Center of Performing Arts policies, and 4) the CPA Director reviews and approves the use of the space.

The procedure for reserving a space is as follows:

1. The student honorary society must work through the Center for Student Leadership to place the reservation.
2. If space is available, it will be placed on hold subject to the completion of a CPA Student Honorary Society Reservation form.
3. The Student Honorary Society Reservation form (located in the CPA main office) should be completed, including signatures of the department chair and sponsoring faculty member, and submitted to the CPA Reservation Coordinator.
4. If the CPA Director approves the use of the space, a reservation confirmation will follow.

### **Non-Honorary Performing Arts Student Groups Venue Policy**

Non-honorary performing arts student groups with a Center of Performing Arts faculty sponsor can use this same process listed above for honorary societies to reserve *rehearsal space* including the Theatre Rehearsal Hall and the Music and Dance Rehearsal Hall, provided they are a recognized SCU student organization.

## **Venues**

### **Mayer Theatre**

**Description:** Flexible configuration theatre space with a standard 500 seat, stadium seating capacity.

**Purpose:** Mayer Theatre is available for speaking presentations, movie viewing, theatrical performances, dance performances, music concerts, and rehearsals.

#### **Policies:**

1. Space must be reserved through the Center of Performing Arts.
2. Students are not permitted to reserve the Mayer Theatre as a Center of Performing Arts member.
3. All use of lighting and sound equipment must be supervised by the Production Manager, Lighting/Sound Designer, Theatre Technician, or CPA Technical Coordinator.
4. No food or beverage is allowed in the theatre at any time, with the exception of capped, bottled water.

5. All decorations and alterations must be supervised by the Production Manager, Scenic Designer, Theatre Technician, or CPA Technical Coordinator.
6. All aisles, doorways, and stairways must remain clear at all times.
7. Faculty and staff are responsible for placing Media Services orders for any audiovisual needs.
8. Doors must be locked and lights/media equipment turned off at the end of each use.
9. No one is permitted in the catwalks or booth except assigned crew.
10. An individual approved by the CPA Director must be designated to act as a house manager for all publicly invited audiences and audiences of 30 or more individuals.
11. Children under the age of 18 (child) are not permitted in Mayer Theatre except in cases where:
  - a. the child has been cast as part of the performance or is participating in a recital or event;
  - b. the child is attending a rehearsal, performance, or event under the direct supervision of an adult who is not participating in the rehearsal, performance, or event (please note: children are not allowed in the venue during any Department of Theatre and Dance rehearsal but may be directly supervised in a classroom, conference room, library or office space as available);
  - c. the child is touring the facility under the direct supervision of a CPA faculty or staff member; or
  - d. the child is an undergraduate or high school student who is attending a rehearsal, performance, or event.
12. All use of live animals for rehearsals and performances must be approved by the Santa Clara University Animal Care and Use Committee and the CPA Director.
13. Performance of copyrighted works must be in compliance with copyright law and all licensing agreements.
14. All photography and videotaping of rehearsals and performances must be in compliance with copyright law, union agreements, and all licensing agreements, and approved by the appropriate department chair or Center of Performing Arts Director at least five days in advance of any photography or videotaping scheduled to take place during a performance.
15. All union agreements must be on file with the Director of the Center of Performing Arts.

### **Mayer Theatre Green Room**

**Description:** Lounge area with couches and table located on the bottom floor of the Mayer Theatre complex.

**Purpose:** Green room is available for performers and speakers to prepare, relax, and visit before, after, or during an event, as well as for Department of Theatre and Dance students to relax, study and visit between classes.

**Policies:**

1. Use of room cannot interfere with classes or other events taking place in the Mayer theatre complex.
2. All debris and other items must be cleared from the room at the end of use.

### **Mayer Theatre Make-up Room**

**Description:** Small room with mirrors and vanity-style tables available for applying make up and changing.

**Purpose:** Make-up room is available for performers and speakers to apply make-up and fix hair prior to an event, as well as for Department of Theatre and Dance students to learn make-up techniques in conjunction with costume class.

**Policies:**

1. Use of room must be supervised by a Department of Theatre and Dance faculty or staff member.
2. Use of room cannot interfere with classes or other events taking place in the Mayer Theatre complex.
3. All debris and other items must be cleared from the room at the end of each reservation day.
4. Door must be locked and lights turned off at the end of each use.

### **Mayer Theatre Dressing Rooms**

**Description:** Two rooms (one for males and one for females) with restroom and changing areas, lockers, and shower. Note: the shower facility is shared between the male and females locker areas.

**Purpose:** Dressing Rooms are available for performers and speakers to change clothing before, during, or after an event, as well as for restroom facilities for guests in the Mayer Theatre complex.

**Policies:**

1. Use of room cannot interfere with classes or other events taking place in the Mayer Theatre complex.
2. All debris and other items must be cleared from the room at the end of each use, or stored in lockers. Lockers may be accessed by CPA management as needed.

### **Mayer Theatre Rehearsal Hall**

**Description:** Large rehearsal room located in the Mayer Theatre Complex. Primarily reserved for use by the Department of Theatre and Dance.

**Purpose:** Rehearsal Hall is available for classes and rehearsals.

**Policies:**

1. Space must be reserved through the Center of Performing Arts.
2. All rehearsal items must be returned to their appropriate storage locations at the end of use.
3. Use of room cannot interfere with classes or other events taking place in the Mayer Theatre complex.
4. No food or beverage is allowed in the rehearsal hall at any time, with the exception of capped, bottled water, unless under the supervision of a faculty or staff member from the Department of Theatre and Dance who will take full responsibility for the clean-up.
5. All debris and other items must be cleared from the room at the end of use.
6. Faculty and staff are responsible for placing Media Services orders for any audiovisual needs.
7. Center of Performing Arts students are only permitted to reserve the Mayer Theatre Rehearsal Hall as a Center of Performing Arts client for Department of Theatre and Dance class rehearsals, or for Performing Arts Student Honorary Societies/Performing Arts Student Groups, as detailed in the Venue Use section of this manual.
8. Children under the age of 18 (child) are not permitted in Mayer Theatre Rehearsal Hall except in cases where:
  - a. the child has been cast as part of the performance or is participating in a recital or event;
  - b. the child is attending a rehearsal, performance, or event under the direct supervision of an adult who is not participating in the rehearsal, performance, or event (please note: children are not allowed in the venue during any Department of Theatre and Dance rehearsal but may be directly supervised in a classroom, conference room, library or office space as available);
  - c. the child is touring the facility under the direct supervision of a CPA faculty or staff member; or
  - d. the child is an undergraduate or high school student who is attending a rehearsal, performance, or event.
9. All use of live animals for rehearsals and performances must be approved by the Santa Clara University Animal Care and Use Committee and the CPA Director.
10. Performance of copyrighted works must be in compliance with copyright law and all licensing agreements.
11. All photography and videotaping of rehearsals and performances must be in compliance with copyright law, union agreements, and all licensing agreements, and approved by the appropriate department chair or Center of Performing Arts Director.

12. All union agreements must be on file with the Director of the Center of Performing Arts.

### **Mayer Theatre Lobby**

*Description:* Lobby area outside of the Mayer Theatre.

*Purpose:* Lobby is available for receptions and gatherings before, after, or during an event in the Mayer Theatre.

*Policies:*

1. Space must be reserved through the Center of Performing Arts.
2. All food and beverage served in the lobby to publicly invited guests, or with a total reception cost of more than \$50 must be catered by one of the University's catering services as described in this manual and in accordance with University policies.
3. Quantity and placement of tables, displays, decorations, and number of guests must be approved by the Center of Performing Arts staff.
4. All debris and other items must be cleared from the lobby at the end of use or run of show.

### **Fess Parker Studio Theatre**

*Description:* Black-box theatre with a flexible 80-140 seat seating capacity. Primarily reserved for use by the Department of Theatre and Dance.

*Purpose:* Theatre is available for classes, rehearsals, small theatrical performances, and small dance performances.

*Policies:*

1. Space must be reserved through the Center of Performing Arts.
2. All use of lighting and sound equipment must be supervised by the Production Manager, Lighting/Sound Designer, Theatre Technician, or CPA Technical Coordinator.
3. No food or beverage is allowed in the theatre, with the exception of capped, bottled water, except under the supervision of a Department of Theatre and Dance faculty or staff member or the CPA Director.
4. All decorations and alterations must be supervised by the Production Manager, Scenic Designer, Theatre Technician, or CPA Technical Coordinator.
5. All aisles, doorways, and stairways must remain clear at all times.
6. Faculty and staff are responsible for placing Media Services orders for any audiovisual needs.
7. Center of Performing Arts students are only permitted to reserve the Fess Parker Studio Theatre as a Center of Performing Arts client for Department of Theatre and Dance class rehearsals, or for Performing Arts Student Honorary

- Societies/Performing Arts Student Groups, as detailed in the Venue Use section of this manual.
8. No one is permitted in the catwalks or booth except assigned crew.
  9. All debris and other items must be cleared from the room at the end of each use, except for items being used for a season production.
  10. Children under the age of 18 (child) are not permitted in Fess Parker Studio Theatre except in cases where:
    - a. the child has been cast as part of the performance or is participating in a recital or event;
    - b. the child is attending a rehearsal, performance, or event under the direct supervision of an adult who is not participating in the rehearsal, performance, or event (please note: children are not allowed in the venue during any Department of Theatre and Dance rehearsal but may be directly supervised in a classroom, conference room, library or office space as available);
    - c. the child is touring the facility under the direct supervision of a CPA faculty or staff member; or
    - d. the child is an undergraduate or high school student who is attending a rehearsal, performance, or event.
  11. All use of live animals for rehearsals and performances must be approved by the Santa Clara University Animal Care and Use Committee and the CPA Director.
  12. Performance of copyrighted works must be in compliance with copyright law and all licensing agreements.
  13. All photography and videotaping of rehearsals and performances must be in compliance with copyright law and all licensing agreements and approved by the appropriate department chair or Center of Performing Arts Director at least five days in advance of any photography or videotaping scheduled to take place during a performance.
  14. All union agreements must be on file with the Director of the Center of Performing Arts.

### **Theatre Library**

**Description:** Conference space containing four tables that seats approximately 18 total individuals. Primarily reserved for use by the Department of Theatre and Dance.

**Purpose:** Library is available for classes, meetings, and literature storage.

#### **Policies:**

1. Space must be reserved through the Administrative Office of the Department of Theatre and Dance.
2. Faculty and staff are responsible for placing Media Services orders for any for any needed audiovisual equipment.
3. All debris and other items must be cleared from the room at the end of each use.

### **Mayer Theatre Classroom**

**Description:** Classroom space containing design tables and design laboratory facilities that seats approximately 25 individuals.

**Purpose:** Classroom is available for academic purposes.

**Policies:**

1. Contact the Administrative Office of the Department of Theatre and Dance for appropriate reservation procedures.
2. Faculty and staff are responsible for placing media services orders for any needed audiovisual equipment.
3. All debris and other items must be cleared from the room at the end of each use.
4. No food or beverage is allowed in the classroom at any time, with the exception of capped, bottled water.
5. After 5 p.m., lights should be turned off when exiting the space.

### **Costume Shop**

**Description:** Costume construction area with sewing, pattern-making, and clothing maintenance equipment necessary for costume design, alteration and care. For use by Department of Theatre and Dance only.

**Purpose:** Costume Shop is available for costume construction courses and costume construction needs associated with Theatre and Dance productions.

**Policies:**

1. Space is reserved for Department of Theatre and Dance use only.
2. All student use of costume shop must be under the supervision of a Department of Theatre and Dance faculty or staff member.
3. Children under the age of 18 (child) are not permitted in the non-office area of the Costume Shop except in cases where:
  - a. the child has been cast as part of a performance or is participating in a recital or event;
  - b. the child is touring the facility under the direct supervision of a CPA faculty or staff member; or
  - c. the child is currently enrolled as a SCU undergraduate student.

### **Scene Shop**

**Description:** Scene construction area containing equipment and materials necessary for scene design and construction.

**Purpose:** Scene Shop is available for scenic design courses and scene construction needs associated with Theatre and Dance productions.

**Policies:**

1. Space is reserved for Department of Theatre and Dance use only.
2. All student use of scene shop must be under the supervision of a Department of Theatre and Dance faculty or staff member.
3. Children under the age of 18 (child) are not permitted in the Scene Shop except in cases where:
  - a. the child is touring the facility under the direct supervision of a CPA faculty or staff member; or
  - b. the child is currently enrolled as a SCU undergraduate student.

## **Recital Hall**

**Description:** Concert Hall space with a 250 seat, stadium seating capacity.

**Purpose:** Recital Hall is available for classes, speaking presentations, movie viewing, music recitals, and rehearsals.

### ***Policies:***

1. For reservations taking place Monday through Friday, 6:00 p.m. -12:00 a.m., weekends, and during academic holidays and breaks, space must be reserved through the Center of Performing Arts. For reservations taking place Monday through Friday, 8:00 a.m. -6:00 p.m., space must be reserved through the Administrative Office of the Department of Music.
2. Center of Performing Arts students are only permitted to reserve the Recital Hall as a Center of Performing Arts client for Performing Arts Student Honorary Societies/Performing Arts Student Groups and student recitals as detailed in the Venue Use section of this manual.
3. All use of lighting, sound, and video equipment must be discussed and approved by the CPA Technical Coordinator prior to the date of event.
4. No food or beverage is allowed in the hall at any time, with the exception of capped, bottled water.
5. No decoration or alterations are permitted on the stage area or within the hall without the express permission of the CPA Technical Coordinator. Balloons are not permitted inside the Recital Hall.
6. A maximum of 250 seated individuals and 49 on-stage individuals are permitted inside the hall at one time.
7. All aisles, doorways, and stairways must remain clear at all times.
8. University entities are responsible for placing Media Services orders for any needed audiovisual equipment not located within the Recital Hall.
9. Piano(s) and/or other musical equipment must be moved, played, and stored using appropriate instrument handling and care. Pianos must be covered before moving. All instruments must be returned to their storage locations and pianos must be locked and covered at the end of use.
10. Doors must be locked, lights/media equipment turned off, and the stage arranged with the podium at the front of the stage, the older Steinway piano at the back of the stage and the whiteboard centering the stage at the end of each use.

11. Children under the age of 18 (child) are not permitted in Recital Hall except in cases where:
  - a. the child has been cast as part of the performance or is participating in a recital or event;
  - b. the child is attending a rehearsal, performance, or event under the direct supervision of an adult who is not participating in the rehearsal, performance, or event (please note: children are not allowed in the venue during any Department of Theatre and Dance rehearsal but may be directly supervised in a classroom, conference room, library or office space as available);
  - c. the child is touring the facility under the direct supervision of a CPA faculty or staff member; or
  - d. the child is an undergraduate or high school student who is attending a rehearsal, performance, or event.
12. All use of live animals for rehearsals and performances must be approved by the Santa Clara University Animal Care and Use Committee and the CPA Director.
13. Performance of copyrighted works must be in compliance with copyright law and all licensing agreements.
14. All photography and videotaping of rehearsals and performances must be in compliance with copyright law, union agreements, and all licensing agreements, and approved by the appropriate department chair or Center of Performing Arts Director at least five days in advance of any photography or videotaping scheduled to take place during a performance.
15. All union agreements must be on file with the Director of the Center of Performing Arts.

### **Music and Dance Rehearsal Hall**

**Description:** Large rehearsal room located adjacent to Recital Hall. Primarily reserved for use by the Department of Music and Department of Theatre and Dance, or as a warm-up area in conjunction with Recital Hall reservations.

**Purpose:** Music and Dance Rehearsal Hall is available for classes and rehearsals, and can be used as a green room for Recital Hall events.

#### ***Policies:***

1. Monday through Thursday evenings during academic sessions, the Music and Dance Rehearsal Hall is primarily used for classes and rehearsals for the Department of Music and the Department of Theatre and Dance. Friday evenings and weekends, and during academic breaks, and beginning the first day of each academic quarter (for reservation dates within that academic quarter) the Rehearsal Hall must be scheduled through the Center of Performing Arts.
2. Center of Performing Arts students are only permitted to reserve the Rehearsal Hall as a Center of Performing Arts client for Department of Theatre and Dance or Department of Music class rehearsals, or for Performing Arts Student Honorary

- Societies/Performing Arts Student Groups, as detailed in the Venue Use section of this manual.
3. Use of room, including the use of instrument storage, cannot interfere with classes or other events taking place in the Music and Dance complex.
  4. All debris and other items must be cleared from the room at the end of each use.
  5. Piano(s) and/or other musical equipment must be moved, played, and stored using appropriate instrument handling and care. Pianos must be covered before moving. All instruments must be returned to their storage locations and piano covered at the end of use.
  6. Doors must be locked and lights/media equipment turned off at the end of each use.
  7. Faculty and staff are responsible for placing Media Services orders for any needed audiovisual equipment.
  8. Children under the age of 18 (child) are not permitted in Music and Dance Rehearsal Hall except in cases where:
    - a. the child has been cast as part of the performance or is participating in a recital or event;
    - b. the child is attending a rehearsal, performance, or event under the direct supervision of an adult who is not participating in the rehearsals, performance, or event (please note: children are not allowed in the venue during any Department of Theatre and Dance rehearsal but may be directly supervised in a classroom, conference room, library or office space as available);
    - c. the child is touring the facility under the direct supervision of a CPA faculty or staff member; or
    - d. the child is an undergraduate or high school student who is attending a rehearsal, performance, or event.
  9. All use of live animals for rehearsals and performances must be approved by the Santa Clara University Animal Care and Use Committee and the CPA Director.
  10. Performance of copyrighted works must be in compliance with copyright law and all licensing agreements.
  11. All photography and videotaping of rehearsals and performances must be in compliance with copyright law, union agreements, and all licensing agreements, and approved by the appropriate department chair or Center of Performing Arts Director at least five days in advance of any photography or videotaping scheduled to take place during a performance.
  12. All union agreements must be on file with the Director of the Center of Performing Arts.

### **Recital Hall Lobby**

**Description:** Lobby area outside of the Recital Hall.

**Purpose:** Lobby is available for receptions and gatherings before, after, or during an event in the Recital Hall.

***Policies:***

1. Space must be reserved through the Center of Performing Arts.
2. All food and beverage served in the lobby to publicly invited guests, or with a total reception cost of more than \$50, must be catered by one of the University's catering services described in this manual and in accordance with University policies.
3. Quantity and placement of tables, displays, decorations, and number of guests must be approved by the Center of Performing Arts staff.
4. All debris and other items must be cleared from the lobby at the end of use or run of show.

**Classroom #119**

**Description:** Classroom space with approximately 30 student desks and a piano. Primarily reserved for use by the Department of Music.

**Purpose:** Classroom is available for classes and rehearsals.

***Policies:***

1. Space is reserved by the Administrative Office of the Department of Music.
2. Use of room cannot interfere with classes or other events taking place in the Music and Dance Building.
3. Faculty and staff are responsible for placing Media Services orders for any needed audiovisual equipment.
4. All debris and other items must be cleared from the room at the end of each use.
5. All pianos and university instruments must be played and handled with care appropriate for the instrument.

**Music Practice Rooms**

**Description:** Seven small, sound-proofed, vocal or instrument practice areas containing one or two pianos. Primarily reserved for use by the Department of Music and Musical Theatre program.

**Purpose:** Practice rooms are available for SCU private music instruction courses, rehearsals for SCU students enrolled in private music instruction courses, and practice use by authorized faculty and staff.

***Policies:***

1. Current SCU undergraduate students are eligible to use the practice rooms during the quarter(s) in which they are enrolled in SCU private music instruction through the Department of Music.
2. Current SCU faculty and staff must be authorized by the chair of the Department of Music.

3. Eligible SCU undergraduate students can gain access to the practice rooms by signing up with their access card number in the Department of Music's Administrative Office.
4. Practice room schedules are posted outside of the door of each room. Eligible SCU undergraduate students can sign up to use the practice room during available time slots.
5. Use of room cannot interfere with classes or other events taking place in the Music and Dance Building.
6. No food or beverage is allowed in the practice room at any time, with the exception of capped, bottled water.
7. All pianos and university instruments must be played and handled with care appropriate for the instrument.
8. Music practice rooms are not permitted to be used for private music instruction for non-SCU students unless a currently appointed private instructor agrees to all of the following:
  - a. obtain authorization from the chair of the Department of Music;
  - b. maintain for the entire term of his/her use of the facilities, comprehensive general liability insurance in a minimum amount of \$1,000,000 covering any one occurrence for loss from an accident resulting in bodily injury or death and for damage to or destruction of property belonging to Santa Clara University as well as third parties;
  - c. Santa Clara University shall be named as an additional insured on the aforementioned insurance; and
  - d. at least ten (10) days prior to the date he/she is to use the facilities, he/she shall furnish an insurance certificate to the CPA that shall provide that the insurance shall not be canceled or altered without thirty (30) days prior written notice to Santa Clara University.

### **Piano Lab**

**Description:** Electronic keyboard lab containing 16 electronic keyboards and 5 computers with internet access and music composition software. Primarily reserved for use by the Department of Music.

**Purpose:** Piano Lab is primarily used for classes and private instruction.

#### **Policies:**

1. Space for classes must be reserved through the Administrative Office of the Department of Music.
2. Additional open lab hours are available for use by Department of Music students. Open lab hours are posted on Piano Lab door. Eligible students can gain access to the Piano Lab by signing up with their access card number in the Department of Music's Administrative Office.
3. Use of room cannot interfere with classes or other events taking place in the Music and Dance Building.

4. Faculty and staff are responsible for placing media services orders for needed audiovisual equipment.
5. All debris and other items must be cleared from the room at the end of each reservation day.
6. All electronic pianos and university instruments must be played and handled with care appropriate for the instrument.
7. Computers must be operated with appropriate care, and cannot be used in violation of University policies.
8. No food or beverage is allowed in the lab at any time, with the exception of capped, bottled water.

### **Music Library**

**Description:** Library of scores and CDs. Primarily reserved for use by the Department of Music.

**Purpose:** Music Library is used for student, faculty, and staff research by the Department of Music and to provide supplemental course materials.

**Policies:**

1. Available hours vary per quarter and are posted on the Music Library door.
2. Faculty and staff may request access to the Music Library through the Administrative office of the Department of Music.
3. All library materials must be handled with appropriate care and must remain in the library, unless checked out by a faculty and staff member of the Department of Music.
4. No food or beverage is allowed in the library at any time, with the exception of capped, bottled water.

### **Dance Studio A**

**Description:** Large dance studio with mirrors, dance bars, and dance floor. Primarily reserved for use by the Department of Theatre and Dance.

**Purpose:** Dance Studio A is used for dance classes and rehearsals.

**Policies:**

1. Rehearsal time should be scheduled through the office of the Director of the Dance Program. Eligible students can gain access to the Dance Studio by signing up with their access card number in the Department of Theatre and Dance's Administrative Office.
2. Use of room cannot interfere with classes or other events taking place in the Music and Dance Building.
3. Street shoes and dance shoes with metal taps are not permitted on the dance floor.

4. Furniture, props, or other items are not permitted to be placed on the dance floor without the approval and supervision of the Director of the Dance Program or the CPA Technical Coordinator.
5. Audio equipment can only be used by faculty and staff of the Department of Theatre and Dance and CPA technical staff, and must be locked after use.
6. No food or beverage is allowed in the hall at any time, with the exception of capped, bottled water, unless under the supervision of a faculty or staff member of the Department of Theatre and Dance or the Center of Performing Arts.
7. All debris and other items must be cleared from the room at the end of each reservation day.
8. Children under the age of 18 (child) are not permitted in Dance Studios except in cases where:
  - a. the child has been cast as part of the performance or is participating in a recital or event;
  - b. the child is attending a rehearsal, performance, or event under the direct supervision of an adult who is not participating in the rehearsals, performance, or event (please note: children are not allowed in the venue during any Department of Theatre and Dance rehearsal but may be directly supervised in a classroom, conference room, library or office space as available);
  - c. the child is touring the facility under the direct supervision of a CPA faculty or staff member; or
  - d. the child is an undergraduate or high school student who is attending a rehearsal, performance, or event.

### **Dance Studio B**

**Description:** Small dance studio with mirrors, dance bars, and dance floor. Primarily reserved for use by the Department of Theatre and Dance.

**Purpose:** Dance Studio B is used for dance classes and rehearsals.

#### **Policies:**

1. Rehearsal time should be scheduled through the office of the Director of the Dance Program. Eligible students can gain access to the Dance Studio by signing up with their access card number in the Department of Theatre and Dance's Administrative Office.
2. Use of room cannot interfere with classes or other events taking place in the Music and Dance Building.
3. Street shoes and dance shoes with metal taps are not permitted on the dance floor.
4. Furniture, props, or other items are not permitted to be placed on the dance floor without the approval and supervision of the Director of the Dance Program or the CPA Technical Coordinator.
5. Audio equipment can only be used by faculty and staff of the Department of Theatre and Dance and CPA technical staff, and must be locked after use.

6. No food or beverage is allowed in the hall at any time, with the exception of capped, bottled water, unless under the supervision of a faculty or staff member of the Department of Theatre and Dance or Center of Performing Arts.
7. All debris and other items must be cleared from the room at the end of each reservation day.
8. Children under the age of 18 (child) are not permitted in Dance Studios except in cases where:
  - a. the child has been cast as part of the performance or is participating in a recital or event;
  - b. the child is attending a rehearsal, performance, or event under the direct supervision of an adult who is not participating in the rehearsal, performance, or event (please note: children are not allowed in the venue during any Department of Theatre and Dance rehearsal but may be directly supervised in a classroom, conference room, library or office space as available);
  - c. the child is touring the facility under the direct supervision of a CPA faculty or staff member; or
  - d. the child is an undergraduate or high school student who is attending a rehearsal, performance, or event.

### **Pilates Studio**

**Description:** Small studio with Pilates equipment and mirrors. Primarily reserved for use by the Department of Theatre and Dance.

**Purpose:** Pilates Studio is used for dance classes and Pilates training.

### **Policies:**

1. Pilates room can only be used under the supervision of a faculty member from the Dance Program, and should be scheduled accordingly, including private instruction courses.
2. All Pilates equipment must be used with appropriate care.
3. No food or beverage is allowed in the studio at any time, with the exception of capped, bottled water.
4. Children under the age of 18 (child) are not permitted in Pilates Studio except in cases where:
  - a. the child is touring the facility under the direct supervision of a CPA faculty or staff member; or
  - b. the child is currently enrolled as a SCU undergraduate student.

## Reservation Parameters

### Policy on Scheduling Space

With the exception of courses scheduled Monday through Friday between 8:00 a.m. and 6:00 p.m. during academic sessions, performance and rehearsal spaces including the Mayer Theatre, Mayer Theatre Rehearsal Hall, Fess Parker Studio Theatre, Music and Dance Rehearsal Hall and Recital Hall must be reserved through the Center of Performing Arts. *Please note, the Music and Dance Rehearsal Hall will be scheduled Monday through Thursday evenings during academic sessions by the Department of Music and the Department of Theatre and Dance Administrative Offices. This will remain in effect until the first day of each academic quarter.*

### Policy on Scheduling Priorities

Center of Performing Arts season events, Department of Music Season Events and University Administration events (i.e. Orientation, Welcome Weekend, etc.) receive scheduling priority. All other events are scheduled on a first come, first served basis, according to the scheduling policy. The Center of Performing Arts reserves the right to offer event priority to clients in accordance with the Center of Performing Arts' scheduling needs. Specifically, scheduling will be managed as follows:

1. Space for Center of Performing Arts events, Department of Music season events, and University Administration events are scheduled prior to releasing space for other University and Non-University clients.
2. All Department of Music and Department of Theatre and Dance requests for non-season events should be made by January 15<sup>th</sup>, but may not be confirmed until February 1<sup>st</sup>.
3. On February 1<sup>st</sup>, University Clients may begin making reservations at the Center of Performing Arts facilities for July of the current year through June of the following year.
4. On February 1<sup>st</sup>, non-University Clients may begin making reservations at the Center of Performing Arts facilities for July and August of the current year.
5. On March 1<sup>st</sup>, Non-University Clients may begin making reservations at the Center of Performing Arts facilities for September of the current year through June of the following year.

### Reservation Procedures for Rehearsals

1. Faculty and their department chair should determine the necessary rehearsal schedule for all classes requiring evening and/or weekend rehearsals no later than the last day of the academic year prior. *Please note: rehearsals taking place in the Music and Dance Rehearsal Hall can be scheduled until the first day of the academic quarter in which the rehearsal will take place.*

2. The department chair should communicate all evening and weekend rehearsal schedules to the Center of Performing Arts.
3. The Center of Performing Arts will review all requested rehearsal schedules and approve or alter as space permits.
4. Rehearsals should be limited to only those hours communicated to and approved by the Center of Performing Arts.
5. The faculty member directing the rehearsal is responsible for ensuring the room and all instruments or items within it are appropriately arranged and secured and that the room is locked at the end of rehearsal.

### **Reservation Procedures for Center of Performing Arts Season Events**

1. Once a season of standard and special events has been tentatively selected, department chairs should determine which events will be scheduled by the department chair, and which events will be scheduled by individual faculty members. This information should be communicated to the CPA Director.
2. The Director, in conjunction with the Reservation Coordinator, will work with appropriate individuals to have all season events scheduled no later than February 1<sup>st</sup> of the prior academic year.

### **Reservation Procedures for Department of Music/Department of Theatre and Dance Presented Events**

1. Requests for space should be made to the Center of Performing Arts no later than January 15<sup>th</sup> of the prior academic year in order to receive priority scheduling.
2. Center of Performing Arts season events and University Administration events will have priority in the case of an event conflict.
3. The Center of Performing Arts reserves the right to withhold event confirmation until February 1<sup>st</sup> of the academic year prior.

### **Reservation Confirmation Policy**

All reservations within the Center of Performing Arts will be confirmed upon request via e-mail.

### **Rescheduling Reservation Dates Policy**

The faculty member who conducts, directs, or supervises the event for which the reservation was made should contact the Center of Performing arts to cancel the previous reservation and place a new reservation. For performances, or long term (lasting longer than one week) changes to rehearsal schedules, faculty should contact their department chair and the department chair should cancel the previous reservation and place a new reservation through the Center of Performing Arts.

**Transfer of Reservation Policy**

The Center of Performing Arts does not allow clients to transfer a reservation to another faculty member or client. The initial reservation must be cancelled, and a new reservation made by the new faculty member or client through the Center of Performing Arts.

**Cancellation of an Event or Reservation by the Center of Performing Arts Policy**

The Center of Performing Arts reserves the right to cancel a performance or reservation in the event of utility interruptions, campus emergencies, threat of imminent danger, or acts of God. In such instances, all possible attempts will be made to contact the department chair and affected faculty, staff, and students, and patrons.

**Cancellation of a Season Event by a Center of Performing Arts Member**

Tentative events should never be included in the Center of Performing Arts Season. After May 15<sup>th</sup> of the prior academic year, event cancellations should only occur as a last resort and in the case of extreme circumstances. The appropriate department chair should notify the Center of Performing Arts immediately. The Center of Performing Arts reserves the right to exclude future events under the direction of the cancelling faculty member from its season.

**Cancellation of a Reservation by the Department of Music or Department of Theatre and Dance Policy**

The Center of Performing Arts should be notified immediately of any rehearsal or performance cancellations. For performances presented by the Department of Music or Department of Theatre and Dance, cancellations must be given in writing, either by e-mail or letter, at least 30 days prior to the event or the department may be charged a \$40 cancellation fee.

**Non-Reservation Periods Policy**

The Center of Performing Arts will designate days and time periods when no reservations can be made.

1. No reservations are permitted on University celebration dates such as Commencement Weekend (Friday, Saturday, and Sunday), Law School Commencement Day, and Welcome Weekend.
2. No reservations are permitted during observed university holidays and closed periods.
3. Additional days when no reservations are permitted are determined by the Center of Performing Arts and include such items as building repair and maintenance.

## **Financial and Facilities Operations**

### **Guidelines for the Management of Donations to the Center of Performing Arts**

Donations to the Center of Performing Arts are deposited into the Center of Performing Arts gift fund and used to support extended learning opportunities such as special programming, artist presentations, and innovative performing arts technology. Donations made directly to the Department of Theatre and Dance, Department of Music, or JAI are deposited into the respective departmental gift funds and used in accordance with departmental policies. Donors wishing to donate to a specific project or program can do so by providing written indication of his or her intent at the time the gift is given.

### **Guidelines for Facilities Purchases**

#### ***Center of Performing Arts***

The Center of Performing Arts will pay for the maintenance, repair, replacement, and purchase of all items used for university and community rental of the facilities. Requests for maintenance, repair, replacement, and purchase should be made to the CPA Director. If discussion regarding the appropriate actions is required, these items will be determined by the CPA Director, in consultation with the appropriate department or program head. For example, the CPA is responsible for Recital Hall sound system, Recital Hall lighting system, including lamp replacement, Mayer Theatre sound system, Mayer Theatre lighting system, including lamp replacement, stage curtain drop, Genie lift, and the Old Steinway piano tuning and maintenance.

#### ***Departments***

The Department of Music and Department of Theatre and Dance will pay for the maintenance, repair, and replacement of all items used for academic courses and department performances. Requests for maintenance, repair, replacement, and purchase should be made to the Department chair. Areas of departmental responsibility include, computers, computer software, office furniture, classroom table and chairs, scenery and scenery installation, costume and costume construction, portable stereo and media equipment, production materials/additional production resources, washing machines, dryers, instrument lockers, and classroom sound systems.

#### ***University***

The university is responsible for the maintenance and repair necessary to sustain the building and building systems including attached equipment, building related furnishings, and ADA upgrades such as roofs, floors, walls, HVAC, elevators, stage lifts, rigging structures (but not rigging), installed paint booth, installed dust collection system,

bathroom fixtures, installed floor coverings, water fountains, installed lighting, and ADA accessibility upgrades.

In addition, University Operations has project management responsibility for capital improvement projects. Funding comes from the department or higher level, as approved at the appropriate level, with the exception that capital improvement that is incidental to maintenance, repair, or capital renewal may be funded by University Operations.

## **Guidelines for Facilities Maintenance and Support**

### ***Academic Course and Department Support***

Maintenance and support for items used for academic courses and department offices should be provided by University entities including Facilities, Media Services, Information Technology and the Bursar's Office. Specialty items such as instruments and scene shop equipment should be supported through specialty vendors arranged by the departments.

Examples:

- 1) Classroom set up
- 2) Piano moving (except for CPA presented events)
- 3) Piano relocation
- 4) Computer support

### ***Performance Support***

Maintenance and support for items used for department performances that are not used for University and community rentals should be provided by University entities including Facilities, Media Services, Information Technology and the Bursar's Office; Department faculty, staff, and students; and specialty vendors arranged by the departments.

*Exception: Technical set-up and operation for Department of Music events presented by the Center of Performing Arts will be supplied by the Center of Performing Arts technical staff*

Examples:

- 1) Instrument repair & maintenance
- 2) Strike
- 3) Costume equipment and materials
- 4) Scenery equipment and materials.

Maintenance and support for items used for department performances that are also used for University and community rentals should be provided by the Center of Performing Arts, in conjunction with Department of Theatre and Dance technical faculty and staff.

Examples:

- Care of lighting and sound systems
- Care of stage areas

### ***University and community rental support***

Maintenance and support for items used during University and community rentals should be provided by the Center of Performing Arts technical staff under the supervision of the Technical Coordinator and Reservations Coordinator, in discussion with the Director.

Examples:

- Stage set up
- Operation of lighting system
- Operation of sound system
- Tuning and maintenance of old Steinway piano

### **Procedures for Standard Facilities Requests**

Standard facility requests regarding the daily functioning of a building should be reported to the facilities manager for that building. The current building managers are Lisa Rademacher for the Music and Dance Building and Bob Steiner for the Mayer Theatre building.

Examples:

- Room too hot/cold
- Pests
- Plumbing or roof leaks
- Office or general lights out
- Broken blinds

## **Technical Support and Safety**

### **Set-up/Tear-down Policies**

An approved technical staff or faculty member from within the Center of Performing Arts or Department of Theatre and Dance must be present for all set-up and teardown procedures. If at any time the supervising staff/faculty member feels the set-up or teardown process poses a safety threat or violates university policy, the set-up/tear-down process should be altered or discontinued. All events should be produced with fire safety and patron safety in mind and must comply with all local, state, and federal safety codes. Specifically, policies that must be followed include:

1. Interior and exterior exit doors cannot be blocked.
2. All cords (e.g. AV, electrical) must be taped to the floor.
3. Cords must be run in such a way as to minimize foot traffic.
4. Items cannot be placed over lights or attached to sprinkler heads, pipes, or any part of sprinkler system.
5. Light bulbs cannot be removed.
6. Safety lights cannot be turned off or otherwise diminished.
7. Room capacity limits must be observed at all times.
8. A recorded message reminding the audience of exits must be played prior to each event.

**Policy on CPA Technical Support Provided with No Fee**

The following support will be provided to Center of Performing Arts members by the CPA Technical Coordinator with no fee to the Departments:

1. Justice and the Arts Initiative events presented by the Center of Performing Arts
2. Music at Noon Series (sponsored by the CPA; one Wednesday per week, each week of an academic quarter).

**Policy on CPA Technical Support Provided for a Fee**

Departmental activities can be supported by the CPA Technical Coordinator for a fee of \$50 per hour provided that 1) the department chair discusses the scope of support with the CPA Director and Technical Coordinator, 2) the CPA Director and CPA Technical Coordinator agree that the activity does not interfere with the other duties of the Technical Coordinator and 3) a fee is agreed upon and transferred via internal expense transfer from the Department to the Center of Performing Arts' revenue fund. Examples of support subject to a fee include:

- Large specialized equipment moves (ex: piano lab)
- Set-up of microphone(s) and/or operation of lights/sound for academic courses
- Supervision of piano relocation
- Relocation of large instruments or other equipment
- A/V maintenance
- Strike

**Guidelines for Activities for which CPA Technical Support is Not Available**

The following departmental activities will not be supported by the CPA Technical Coordinator and are the responsibility of department staff, faculty, student staff, or other campus or community resources:

- Piano moves
- Piano relocation
- Classroom organization
- Organization of Rehearsal Hall closet/Dungeon
- Department of Theatre and Dance productions

**Security Policy**

At the discretion of the Center of Performing Arts, Campus Safety or other bonded security agencies may be required for an event. For non-season events, the charge for this service will be borne by the appropriate department.

**Damage Policy**

Damage to Center of Performing Arts facilities beyond reasonable wear and tear will be charged to the department of the faculty member directing, conducting, or supervising the event.

### **Entry into an Event Policy**

The Center of Performing Arts reserves the right to enter any event at any time.

### **Venue Size and Restrictions Policy**

The Center of Performing Arts observes room capacity parameters established by the State Fire Marshall.

## **General Policies**

### **Alcohol Policy**

The service of alcoholic beverages is governed by the state of California's Alcohol Beverage Control Commission (ABC). Alcoholic beverages can only be provided and served by licensed, SCU vendors Bon Appetit and Adobe Lodge. Alcoholic beverages may not be removed from designated locations nor carried throughout the building.

### **Bicycles, Skateboards, Skates, and Scooters Policy**

Bicycles, skateboards, skates, and scooters may not be ridden through, left in public areas of, or chained (attached) to public rails and structures within the Center of Performing Arts facilities. Bicycles, skateboards, skates, and scooters may be walked through the facilities to be stored in personal office spaces or chained to designated outdoor spaces in front of the Music and Dance Facility. Please reference the Santa Clara University policy for bicycles, skateboards, skates and scooters, <http://www.scu.edu/benson/bmcpolicies.cfm>.

### **Candles Policy**

State of California law prohibits candles in building assembly areas to be carried. Candles are permitted in a stationary position and with the proper protection against wax dripping and flame, and for religious ceremonies. The Center of Performing Arts must be informed of and approve any candle use prior to usage. The Center of Performing Arts reserves the right to prohibit candle use. University food service is permitted to use table candles in accordance with policy and without prior approval from the Center of Performing Arts. Please reference the Santa Clara University policy for candles, <http://www.scu.edu/benson/bmcpolicies.cfm>.

## **Food and Beverage Policies**

### ***Food Service Policy***

All food and beverages served or sold to patrons within the Center of Performing Arts complex must be catered by an authorized Santa Clara University food service provider or provided through the Center of Performing Arts concessions as follows:

1. There are two authorized food service providers for Santa Clara University: Bon Appetit (408) 551-1792 or Adobe Lodge (408) 554-4059. For departmental and CPA catering needs, faculty/staff should contact caterers directly to discuss catering needs, request catering estimates, and place catering orders.
2. If the department or Center of Performing Arts wish to serve a cultural food or beverage that the University's catering services are not able to prepare, the faculty/staff member must work with one of the University's catering services to locate an appropriate licensed caterer that will deliver the food to one of the University's catering services where it will be appropriately stored and served. All invoicing will be done through one of the University's catering services.
3. The Center of Performing Arts must be informed by the department that an order has been placed with either Bon Appetit, and should provide any information regarding table needs at that time. Note: the Center of Performing Arts does not provide table linen.

### ***Cultural Food Exceptions for Recognized Student Organizations Policy***

Student organizations and groups within the Multicultural Center are eligible to apply for a cultural food exemption. Student organizations and groups within the Multicultural Center traditionally receive one allowance per year. The groups that have been accommodated in the past are: Asian Pacific Student Association, Barkada, Vietnamese Student Association, Chinese Student Association, Ka Mana'o Hawaii, Intandesh, and Meche El Frente.

1. Student group must complete a *Request for Cultural Program Food Service Event* form and submit it to their student group advisor. The student group advisor must submit the form to the Dining Service Contract Committee for review.
2. Food handling workshops will be scheduled as needed.
3. A copy of the signed, approved *Request for Cultural Program Food Service Event* form must be given to the Center of Performing Arts.

### ***Food and Beverages for University Meetings Policy***

University clients only (this does NOT apply to non-University clients) are permitted to provide minimal food and beverage for private/closed events.

1. \$50 limit applies only to SCU internal, private meetings which are not open or advertised to the general public.
2. No alcohol can be served or used.
3. All food and beverage must be purchased for this use. Home prepared food is not permitted.
4. Food and beverage cost must not exceed \$50.
5. Food cannot be resold by University client or provided for another group to resell.
6. Participants must clean up after themselves and not leave any trash or mess.
7. University Food Service will not lend or provide serving dishes, ice, utensils, or other items for the event.

### ***Concession Sales Policy***

The Center of Performing Arts can, at its discretion, accept requests or choose to sell concessions at any event taking place at a Center of Performing Arts venue. Requests for concession to be sold at an event should be made to the Center of Performing Arts at least 30 days prior to the reservation date. The Center of Performing Arts is under no obligation to sell concessions for an event. All concession food and beverages must be purchased by the Center of Performing Arts and sold by trained, Center of Performing Arts front-of-house staff. Departments will not be charged for the service of providing concessions, and all proceeds from concession sales will go directly to the Center of Performing Arts.

### **Guests Policy**

University and Non-University clients are responsible for their guests and the actions of their guests. Please reference the Santa Clara University policy for guests, <http://www.scu.edu/benson/bmcpolicies.cfm>.

### **Loitering Policy**

If a person has no university related reason for being in the Center of Performing Arts facilities, he/she will be asked to leave. Please reference the Santa Clara University policy for loitering, <http://www.scu.edu/benson/bmcpolicies.cfm>.

### **Lost and Found Policy**

The Center of Performing Arts houses a short-term lost and found bin in the main Administrative Offices of the Mayer Theatre Building and the Music and Dance Facility. Please reference the Santa Clara University policy for lost and found, <http://www.scu.edu/benson/bmcpolicies.cfm>. At the end of each quarter, Lost and Found items will be discarded or given to charity. At the discretion of Center of Performing Arts staff, Lost and Found items may be transferred to Campus Safety Services.

**Outdoor Amplification Policy**

Any outdoor amplification must be approved by the Santa Clara University Events Planning Office. Outdoor amplification permits are required, and can be obtained by contacting the Office of the Director of Benson Memorial Center. The Center of Performing Arts is not responsible for obtaining outdoor amplification permits for departmental events. Please reference the Santa Clara University policy for outdoor amplification, <http://www.scu.edu/benson/bmcpolicies.cfm>.

**Piano Tuning Policy**

The Department of Music schedules and pays for regular tunings for all pianos housed in the Music and Dance Building that are used primarily for Department of Music courses and events. The tuning of the older Steinway Grand piano, which is rented by the community during Recital Hall reservations, is scheduled bi-monthly by the Administrative Assistant for the Department of Music, with invoices being paid by the Center of Performing Arts.

**Piano Use Policy**

Pianos are made available to Center of Performing Arts students, faculty, and staff through practice rooms, classrooms, and office studios in accordance with academic needs. SCU undergraduate students currently enrolled in private music instruction through the Department of Music can gain access to pianos via practice rooms, which they are permitted to use during the quarter(s) in which they are enrolled in SCU private instruction. Center of Performing Arts faculty and staff using performance spaces are responsible for ensuring the pianos are handled with appropriate care, covered, locked and returned to their appropriate storage locations at the end of use.

**Political Fundraisers Policy**

University facilities may not be used for the hosting of fund raising events for political candidates or proposed state initiatives. To do so could be construed as endorsement of a particular candidate and jeopardize the tax exempt status of the University. Other requests for the use of University facilities in conjunction with political campaigns will be reviewed consistent with the University's Speakers Policy.

**Posting Policy**

Public bulletin boards are located on each floor of the Music and Dance Building, and the lower level of the Mayer Theatre. Center of Performing Arts members are permitted to post flyers for their events on these public spaces. The Center of Performing Arts facilities house several locked, glass cases that are to be used for CPA season event flyers only, and accessible only by the Center of Performing Arts staff. Flyers are not permitted to be posted on any other interior or exterior location at the Center of Performing Arts facilities including doors, windows, or walls. Flyers should be removed at the completion

of the event. Please reference the Santa Clara University policy for posting, <http://www.scu.edu/benson/bmcpolicies.cfm>.

### **Rehearsal Equipment Policy**

Rehearsal items such as furniture, tables, music stands, and chairs can not be removed from the room in which it is housed without the permission of the department chair, Theatre Technician, Technical Coordinator, or Director. Non-University clients are not permitted to use rehearsal furniture.

### **No Smoking Policy**

Smoking is prohibited at all times in all University facilities that house offices, work areas, classrooms, or residence rooms. Individuals who choose to smoke must maintain a distance of 25 feet from any building openings (doors, windows, air intakes). Smoking on stage is permissible within the scope of performance. Please reference the Santa Clara University policy for smoking, <http://www.scu.edu/benson/bmcpolicies.cfm>.

### **Solicitation Policy**

Solicitation is not permitted within or adjacent to the Center of Performing Arts facilities.

### **Videocassette/DVD Use Policy**

The University observes appropriate Federal Copyright law and all licensing agreements. Departments are responsible for renting videocassettes/DVDs through appropriate licensed film distributors.

### **Weapons Policy**

Possession or use of firearms, explosives, dangerous chemicals, or other dangerous weapons or instruments on University-owned or controlled property is illegal. All weapon props must remain on the stage area. Please reference the Santa Clara University policy for weapons on, <http://www.scu.edu/benson/bmcpolicies.cfm>.

## **Policy Statements**

### **Policy Statement and Policy-making Authority**

All appropriate University policies and procedures, and federal, state, and local laws supersede Center of Performing Arts policies as required. The creating and revising of CPA policies and procedures are the responsibility of the CPA Director working in consultation with Center of Performing Arts Executive Committee and the CPA staff. The CPA Executive Committee consists of the chair of the Department of Theatre and Dance the co-directors of the Justice and the Arts Initiative and the CPA Director. All

policies are subject to approval by the Dean, and, as needed, appropriate University offices and committees.

**Center of Performing Arts  
Internal Operations Policy Manual  
Santa Clara University  
2007-08**

*January 1, 2008*

The **Center of Performing Arts Internal Operations Policy Manual** is intended to provide information related to the internal operations of the Center for CPA members defined as a faculty member, staff member, or student (major or minor) from within the Justice and the Arts Initiative, Music at Noon Program, Department of Theatre and Dance, or Center of Performing Arts.

Policies and procedures related to finances, facilities **and** technical support were also added to codify practices as well as to better ensure fair and transparent operations.

The **Center of Performing Arts Internal Operations Policy Manual** is a working document that will be revised from time to time.