

DRAMA HOUSE USAGE AGREEMENT

Name of Group: _____

Date Requested: _____ Time Requested: (start) _____ (end) _____

Facilities Requested (Basement, Main Room, Kitchen, etc.): _____

Please clearly describe the nature and purpose of the event: _____

Please describe any audio-visual resources which your group requires: _____

Contact Member: _____

Phone Number: _____ Email Address: _____

Walk-through Date/Time: (pre-event): _____ (post-event): _____

* * *

We, the above named group, agree to the following rules and regulations in applying to use the Drama House facilities:

1. A \$150 Damage Deposit must be submitted to an officer of the Drama House **NO LATER than 24 hours prior to the event.**
2. Groups serving alcohol **must register their party with the University and be in full accordance of University Registration deadlines and policies..**

3. Groups serving alcohol must provide their own University approved/trained social hosts. **Alcohol may only be served in accordance with University alcohol policies.**

4. **Groups using any or all of the House's sound and/or lighting equipment (including use of the House's dimmer rack) will be charged a non-refundable \$25 fee** towards the technical maintenance of this equipment. Equipment use is subject to the agreement of the Drama House Technical Officer. This fee is in addition to the Damage Deposit and must be paid no later than 24 hours prior to the event.

5. During the course of the event (including all preparation/clean up time) the above named group agrees to take full responsibility for:

- Supervising all admissions and enforcing all door policies to the event.
- Any damage done to the Drama House and its property.
- Any theft that occurs from the Drama House kitchen or any of the hallways or public rooms/areas of the house.
- Clean up of spaces used during the party to their pre-party cleanliness. This includes:
 - Picking up all trash/bottles/refuse, etc.
 - Washing the floors and tables if they are spilled upon or soiled.
 - Returning furniture to its original locations.

** Please Note: Drama House is not responsible for providing cleaning supplies (trash bags, etc.)*

- Ensuring that the event starts and ends at the times requested above, and ensuring that all participants vacate the Drama House at the agreed upon end time.
- Locking up of the House at the conclusion of the event, and any damage or theft that result from a failure to do this.

6. A walk-through of the House by a House Officer and a representative of the group using the facility must be scheduled and take place *before* the event and at a predetermined time *after* the event in order to confirm the condition of the facility on occupancy and so that any damages that may have occurred during the event can be fairly and appropriately evaluated.

7. Groups using the House are financially responsible and liable for the repair and cleanup of any damage or soiling done to the House (or its contents/furniture/ equipment) as a direct or indirect result of their activities. This includes damages resulting from the actions of any individuals present at the hosted social or performance event—even if these individuals are not official guests/members of the hosting organization. Groups are therefore strongly encouraged to enforce strict door policies and to supervise the general behavior and actions of all attendees at all times.

8. Costs of damages, repairs and cleanup will be determined by an appropriate consultation with UR Facilities and the production staff of the UR International Theatre Program.

9. The setup and safety of all technical equipment (lighting, sound, multimedia, etc.), whether belonging to Drama House, or brought in to the House by an event sponsor, must be approved by the House Technical Officer (in consultation with the URITP Technical Director or Production Manager).

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Any group wishing to use this equipment **must schedule a separate meeting** with the Drama House Technical Officer to arrange setup, strike and safety procedures for that equipment.

10. Usage of the house is a privilege that is based on respect and good relations between members of the House and the group using the house. The Drama House Executive Board has the right to deny any group usage of the house if this requirement is not met, and the full refund of the deposit will be based on the group's fulfillment of the terms listed in this agreement. Drama House and its executive officers retain the right to deny any group access to its property for any reason at any time.

11. Any event found to be in contravention to this agreement or in violation of University policies will immediately be shut down by Drama House officers and/or UR Security. In this event, **the group hosting the event will forfeit their deposit.**

As a representative of the above named group or student organization, I have read and agree to this agreement.

Group Representative's Signature

Date

House Officer's Signature

Date