

OU - Policies and Procedures Manual

The Reynolds Performing Arts Center

Responsible Office: Weitzenhoffer Family College of Fine Arts

Effective: February 1, 2005

Purpose
Scope
Policy
Procedure

A. Purpose.

To establish policy and operating guidelines for the use of The Reynolds Performing Arts Center

B. Scope.

Applies to all University departments and community organizations requesting the use of The Reynolds Performing Arts Center

C. Policy.

1. General Statement.

The University of Oklahoma maintains and administers The Reynolds Performing Arts Center for the educational and cultural benefit of the University and greater Oklahoma communities.

2. Operating Guidelines.

Operating guidelines for the use of The Reynolds Performing Arts Center will be circulated to University departments/ activities and community organizations by the Weitzenhoffer Family College of Fine Arts. Included in the operating guidelines are the following:

- Guidelines for Facility Requests. The Guidelines for Facility Requests provide procedures for requesting facilities, equipment, and staff.

Additionally, these guidelines set forth a time schedule for requests and a priority listing of events which will be used in determining scheduling of The Reynolds Performing Arts Center.

- Schedule of Fees. The Schedule of Fees is a listing of fees charged for the use of The Reynolds Performing Arts Center and includes fees for rental of facilities, rental of equipment, technical staff and services, and deposit for facility requests.

- Minimum Call Guideline. The Minimum Call Guideline lists the amount of time and number of stage hands needed for moving equipment, load-in and load-out, and performance calls. This guideline is used to determine staff availability and to assist producers in planning their budget in the event qualified technicians are needed.

- Guideline for General Services and Requirements. This guideline furnishes descriptions of services provided by The Reynolds Performing Arts Center and outlines requirements by which the user must comply. These are the operating guidelines described in the contract.

Operating guidelines for The Reynolds Performing Arts Center, equipment, and technical staff will be based on considerations of priority of programming, staffing and safety. It shall be the responsibility of the University department heads and community organization "contract officers" to ensure that all programs using The Reynolds Performing Arts Center, equipment, or staff operate within these guidelines. Operating guidelines will be adjusted as needed to reflect changes in the policies of the University.

3. Guideline Review Process.

It shall be the responsibility of The Reynolds Performing Arts Center Manager to review guidelines for the use of The Reynolds Performing Arts Center, equipment, and staff annually in August and submit recommendations, as appropriate, to The Reynolds Performing Arts Center Use Committee. Additionally, fee schedules will be reviewed and established yearly by The Reynolds Performing Arts Center Manager.

4. Fees and Minimum Call Guidelines.

All services will be provided according to the Schedule of Fees and Minimum Call Guidelines included in the operating guidelines.

D. Procedures.

1. Requests for The Reynolds Performing Arts Center.

Requests for the use of The Reynolds Performing Arts Center, equipment, and support staff may be made by contacting The Reynolds Performing Arts Center Manager:

John Fowler or The Fine Arts Dean's Office
(405) 325-7372 (405) 325-7370

Requests should be made within the time schedule described in the

Guidelines for Facility Requests. The requester will be furnished operating guidelines (if needed) and a Facility and Services Request form, which must be completed and returned to the Theatre. The Reynolds Performing Arts Center Manager will be available to assist Project Directors in the completion of the form, project scheduling, and planning technical needs within the operating guidelines.

2. Governed Use of the Theatre.

The use of The Reynolds Performing Arts Center will be governed by contract and the Guideline for General Services and Requirements. Facility Requests will be approved and contracts issued by the Reynolds Performing Arts Center Manager based on the following priorities of use:

- OU/ Weitzenhoffer Family College of Fine Arts Academic Departments
- Other University and supported organizations
- Community Organizations

3. Appeals of Disputes.

Requests to resolve scheduling, rental, and fiscal disputes between the Renter and The Reynolds Performing Arts Center Manager will be directed to the Dean of the Weitzenhoffer Family College of Fine Arts.

Facility Request Guidelines

1. SCHEDULING PRIORITY

Events in The Reynolds Performing Arts Center are scheduled in accordance with the priority list below. The production season is generally scheduled according to the academic year to accommodate the educational mission of OU. Requests submitted prior to the Time Schedule for Requests will be held until OU activities have been finalized. No request for dates is final until a contract is issued.

1.1 PRIORITY LIST

- A. OU/ Weitzenhoffer Family College of Fine Arts Academic Departments
- B. Other University and Supported Organizations
- C. Community Organizations

2. PROCEDURES FOR REQUESTING FACILITIES, EQUIPMENT AND STAFF

2.1

All requests for use of The Reynolds Performing Arts Center facilities, equipment and technical assistance must be submitted a minimum of 12 weeks prior to the event. The request will be accepted when submitted in writing, or by fax.

2.2

Requests for dates, equipment and staff assistance are subject to availability and approval by The Reynolds Performing Arts Center Manager.

2.3

After facility requests have been approved, a contract will be returned to the requestor. The timeline on contracts is dependent upon varying factors including facilities availability, and availability of rental equipment.

2.4

A deposit and proof of insurance is required to place a permanent hold on a date.

Rental Service Guidelines

The facilities of The Reynolds Performing Arts Center are available to University and other organizations. Access to facilities is governed by University Policy and the contract issued to the Renter. The following descriptions of services and requirements comprise the STANDARD RIDER referenced in the contract. By signing the contract, Renters agree to abide by this rider and pay all scheduled and incidental fees and charges. Failure to comply may result in withdrawal of access to the theatre and/or event termination.

UNIVERSITY RESOURCES

The university will provide the Renter with technical services for activities scheduled at The Reynolds Performing Arts Center. All production services, equipment and technical staff can be arranged by The Reynolds Performing Arts Center Manager, at the rates described in the Schedule of Fees.

TICKETING

All events at the theatre are ticketed events. Ticketing for all events is the renter's responsibility.

HOLIDAYS

Holidays are those that are observed by the University of Oklahoma. Please see please see website for a complete listing.

INCIDENT REPORTS

All incidents of injury, equipment failure or damage, facility damage or crimes must be reported immediately. The Reynolds Performing Arts Center Staff will take appropriate action and file reports. The Renter is responsible for informing all organization members of the requirement.

REHEARSAL AND CLASS FACILITIES

The lobby and adjacent areas must be kept clear and quiet at all times. Rehearsals and classes must be restricted to the rooms and spaces assigned. Renter must maintain appropriate decorum while in the lobby so that other programs, work duties, rehearsals or classes are not disturbed. Renter must provide supervisory staff for all of the organization's participants.

HOUSE KEEPING

Renters must keep spaces clean and leave rooms in the condition they find them. All discarded items must be small enough to fit in the dumpster. Items which will not fit into the dumpster will be removed. Removal costs will be billed to the Renter.

CUSTODIAL FEES

There will be a cleaning after every performance. This cleaning will be done by the Universities Custodial Services. The Fee is \$130.00 per cleaning.

SMOKING, FLAMES & PYROTECHNICS, EATING AND DRINKING

Smoking is not permitted in The Reynolds Performing Arts Center. The sole exception is the inclusion of smoking in a theatrical presentation in which such smoking is deemed essential to furtherance the presentation and integral to the performance. If smoking is deemed essential it must be a non-tobacco product (i.e. herbal cigarettes), and such usage must be approved in writing from The Dean of The Weitzenhoffer Family College of Fine Arts. In addition, a technician designed as a fireman must be hired and must be on duty at any time smoking occurs on the stage. Smoking backstage, in the wings, or in the dressing rooms is prohibited at all times. **ANY USE OF FIRE, FLAME, AND PYROTECHNICS IS PROHIBITED.**

Eating and drinking are not permitted at any time in the house or lobby.

University policy prohibits the possession, sale or consumption of alcoholic beverages and drugs on state property.

PUBLIC LIABILITY INSURANCE

It is the renter's responsibility to provide PUBLIC LIABILITY INSURANCE for your event at The Reynolds Performing Arts Center for the amounts listed in the rental contract. You are required to furnish the University of Oklahoma, a certificate of insurance showing there is in force a policy of insurance written by a company licensed in the State of Oklahoma in which the Renter is named as insured with the University of Oklahoma named as additional assured for the amounts listed in the contract. The policy shall also provide for a 10 day written notice to the University prior to cancellation or any material modification of the insurance policy. The University cannot provide this insurance for your organization. **Renters are liable for loss and damage to the building and its furniture, equipment and contents.** This certificate must accompany the signed contracts.

FURNITURE

Furniture may not be moved from room to room without express staff permission. Damage to any furniture, equipment or the building should be reported immediately. Repair/replacement charges will be billed to the Renter.

EQUIPMENT

The Reynolds Performing Arts Center maintains a standard set-up of equipment. Only staff technicians will repair or replace University equipment. Only staff technicians will operate or move University equipment. Renters are liable for equipment damage.

THEATRE STAFF

The Theatre Staff will supervise the use of all equipment for all technical load-in and set-up, technical rehearsals, performances, strike and restoration. The Stage Manager is responsible for all activities backstage during rehearsals and performances. The Stage Manager is responsible for submitting a Stage Manager's Report for any equipment failures, incidents or problems backstage.

LIGHTING AND SOUND SYSTEMS AND RIGGING

Lighting instruments are hung in a general lighting plot. Renter will be billed a technical fee to change the standard lighting plot as well as for restoration of the standard lighting plot. Any additional sound equipment connected to University sound systems must be tested and approved by the Manager. Any damage to University sound systems resulting from unauthorized equipment will be repaired or replaced at the expense of the Renter.

STRIKE

Renters will strike their production immediately following the final performance. The strike must include all sets, costumes and properties as well as removal of all materials from the house, lobby, and any auxiliary spaces used. The Renter is responsible for taking out the trash on the stage. The Reynolds Performing Arts Center will not assume responsibility for any materials left behind. The stage, house and lobby must be cleared after each use.

SET PAINTING

No major set painting is allowed on stage. Drop cloths must be used for minor touch-ups. Absolutely no spray paint, or spray adhesives are allowed on stage.

STAGE FLOOR

Occupational safety, health and fire regulations must be observed at all times. The stage floor must be kept free of debris. Any special treatments of the stage floor or theatre-owned floor coverings will be undertaken by the theatre staff. Renters shall not apply any substances to the stage floor. Overtime charges plus expenses will be billed to the Renter for any additional maintenance required.

NAILING

Screwing into the stage floor is permitted. However, other special needs require the approval of the Hall Manager.

GLITTER

Glitter is not allowed in the building. It cannot be used on set pieces or props. Body glitter is not allowed unless it is in a make-up form.

SPIKE MARKS

The Renter is responsible for removing all spike marks on the stage floor. Spike marks should be made with chalk or a low-residue tape such as spike tape, and removed by the Renter during strike.

CURTAINS AND SOFTGOODS

Nothing may be pinned, stapled, sewn, taped or attached in any manner to curtains and soft goods owned by the University.

PIANOS

For events requiring a piano, the piano will be tuned by a University piano technician prior to dress rehearsal. The charge for piano rentals will be \$75 for University Organizations and \$100.00 for non University Organizations.

PROP STORAGE

All portable equipment, valuable set pieces, props, costumes and make-up must be secured after each rehearsal or performance. The Reynolds Performing Arts Center does not have storage facilities available, therefore such pieces must be removed from the building. Equipment must not be left on the stage, in the house, in the lobby. Costs incurred to remove such materials and equipment will be billed to the Renter.

SPECIAL EFFECTS

Renter must discuss all sets and light designs as soon as they are available for each production, a minimum of two weeks prior to first usage. Any special effects involving potential risk to participants or to facilities must be approved by The Reynolds Performing Arts Center Manager, and the Dean of The Weitzenhoffer Family College of Fine Arts before first use in rehearsal.

RIGGING

The rigging of flying scenery must comply with theatrical rigging code. The Reynolds Performing Arts Center Manager may require, at an extra cost to the renter, the hiring of professional stage riggers from the IATSE. Only certified personnel are allowed on the pin rail floor, loading floor and grid. Violation by the Renter or Renter's cast, crew or organizational members is cause for immediate cancellation of the event.

LOBBY AND HOUSE

The Front of House Manager is responsible for activities in the Lobby and House, including the enforcement of prohibitions against smoking, the use of prohibited recording devices and cameras, cell phones and pagers, and disruptive behavior. Eating and drinking is not allowed inside the seating area of the theatre. In addition, the Front of House Manager is responsible for restricting access to the house to ticket holders and authorized event staff and house personnel only. Food and Drink is strictly prohibited in the Auditorium and adjacent lobbies. Exceptions will only be made in lobby areas and only if the event is catered by University Catering Service. These services will be the sole responsibility of the Renter.

SECURITY SERVICES

Any use of The Reynolds Performing Arts Center is subject to a security evaluation by the University's Department of Public Safety. Security Guards and Police Officers will be assigned to all public events as determined by The Reynolds Performing Arts Center Manager or the Campus Police. Charges for Security Services will be billed to the Renter by the University's Department of Public Safety.

TRESPASSING

All rehearsals and performances are "Closed Events" in The Reynolds Performing Arts Center. Only ticket holders, Renter's staff, and authorized personnel may be admitted. Any other entry will be considered trespassing and The Reynolds Performing Arts Center Staff is authorized to take the appropriate actions.

SEATING CAPACITY

The seating capacity of The Reynolds Performing Arts Center is 677. There are no circumstances under which the occupancy may exceed that number. Renter will not allow the placing of additional chairs in aisles or on the stage. "Standing Room" is not permitted in The Reynolds Performing Arts Center.

HOUSE STAFFING

For every event in The Reynolds Performing Arts Center, the Renter and The Reynolds Performing Arts Center Manager will determine the number of ushers, ticket takers and front of house personnel required for the event. If, as determined by the Reynolds Performing Arts Center Manager, an adequate number of volunteer ushers will not be available for the event, the Reynolds Performing Arts Center Manager will hire ushers. The Renter will be billed for the cost of hired ushers.

PROJECTOR RENTAL

The projector can be rented, but not moved. The limitations maybe discussed with the hall manager.

Rental Rates for The Reynolds Performing Arts Center

RENTAL FEES:

University Organizations	\$350.00/per day plus staff and equipment charges
Non – University Organizations	\$700.00/per day plus staff and equipment charges

REQUIRED PERSONNEL - PER HOUR:

Note: Please see the Minimum Call Guidelines for more information on personnel requirements.

Technical Director/Hall Manager	\$30.00/hr - three hour minimum
Rigging Technician	\$30.00/hr - three hour minimum
Sound Technician	\$15.00/hr - three hour minimum
Light Technician	\$15.00/hr - three hour minimum

ADDITIONAL PERSONNEL

House Manager	\$15.00/hr - three hour minimum
Ushers	\$15.00/hr - three hour minimum

EQUIPMENT FEES:

General Sound and Lights usage fee	\$30/hr
Piano Rental – University Rate	\$75.00
Piano Rental – Non-University Rate	\$100.00
Wireless Mics	\$75.00
Projector Rental	\$150.00 per day
Platform / risers Rental	\$75.00 each

There will be a full day rental fee charged on scenery, costumes, and props not removed from the facility by the presenting organization. Any costs incurred by the University above the daily rental charge will be charged to the renter.

CUSTODIAL FEES

There will be a cleaning before the first performance and after every performance. This cleaning will be done by the Universities Custodial Services. The Fee is \$130.00 per cleaning.

“PRESIDENTIAL” EVENTS

If the event is considered a "Presidential" event then there is no charge except for technician fees and custodial fees.

Minimum Call Guidelines

All performance events using The Reynolds Performing Arts Center require the Hall Manager, a Lighting Technician, and a Sound Technician to be on duty for the duration of the event. The technicians will open the facility, provide requested equipment, and close the facility. If the Renter is using the rigging system, then a staff Rigging Technician is required.

The minimum call for staff is one hour before the Permittee occupies the building and one-half hour after the Permittee leave the building. In no case may the call for Stage Manager and Technicians be fewer than three (3) hours for any event (this includes load-ins and strikes. The minimum call for additional technicians is also three (3) hours.

All public events which include an audience require a Front of House Manager and usher/ticket takers, unless determined otherwise by The Reynolds Performing Arts Center Manager. The Front of House Manager and ushers will be on duty a minimum of one (1) hour prior to opening of the house and remain until the audience has left the building. The minimum call for the Front of House Manager and ushers is three (3) hours.

SAMPLE

Event Planning Checklist

CALL The Reynolds Performing Arts Center (405) 325-7372 and check for date(s) available.
Reminder: don't forget rehearsal or load-in time.
The Reynolds Performing Arts Center staff will send Guidelines and Facility Request Form.

READ the Guidelines and Schedule of Fees (any questions call or E-mail).
The Guidelines are a part of your contract and
You are responsible for enforcing them with your staff and Talent.

DECIDE who will be your Key Staff:

PRODUCER (the person who makes \$ decisions and will be at the event).

STAGE MANAGER (the person who runs the show backstage).

You can keep costs down if you have your own qualified crew above and beyond the required technicians.

Rental of the theatre does not necessitate using our crew. You may bring in your own crew. However, our staff will supervise the use of university equipment.

FRONT OF HOUSE MANAGER

(YOUR "STAFF") Someone to greet the public and answer questions about your event.

TECHNICAL REQUIREMENTS:

IF YOU ARE HIRING TALENT -- A WORD TO THE WISE:

DO NOT SIGN A TALENT CONTRACT UNTIL YOU HAVE TALKED WITH US REGARDING THE TECHNICAL REQUIREMENTS.

If you are hiring "Talent" (performers) ask their management for their technical requirements before you sign any contract. These requirements are usually contained in a contract "Technical Rider." If you have a "Technical Rider", send a copy with your Facility Request to The Reynolds Performing Arts Center.

WE MAY NOT HAVE ALL THAT THEY REQUIRE YOU TO PROVIDE. Please do not assume that we can provide all of the technical support your event needs.

A list of our equipment and theatre specifications are described in our "Theatre Information Package."

Remember, it is you that is contracting with talent and the university is under no obligation to assume any responsibility for your talent contract.

Some "Technical Riders" are extremely expensive to accomplish and the cost is almost never itemized by the talent contract.

FILL OUT THE FACILITY REQUEST using the date(s) and time(s) you have "on hold." Don't forget rehearsal and load-in time.

SIGN AND RETURN the Request for Facilities, the Insurance Certificate, all Riders, and the Deposit to The Reynolds Performing Arts Center Manager at least one month before the event but, the sooner the better. We cannot schedule your event, or our crew without this information.

The Reynolds Performing Arts Center Manager will use your request to issue the contract with an **estimate** of the charges for your bill.

SIGN AND RETURN all copies of the contract to The Reynolds Performing Arts Center, (Guidelines are part of the contract.). The contract will be signed by The Reynolds Performing Arts Center Manager for the university. A copy of the contract will be sent to you.

It is the renter's responsibility to provide PUBLIC LIABILITY INSURANCE for your event at The Reynolds Performing Arts Center for the amounts listed in the rental contract. You are required to furnish the University of Oklahoma, **ONE MONTH in advance** of the day you arrive for your event, a certificate of insurance showing there is in force a policy of insurance written by a company licensed in the State of Oklahoma in which the Renter is named as insured with the University of Oklahoma named as additional assured for the amounts listed in the contract. The policy shall also provide for a 10 day written notice to the University prior to cancellation or any material modification of the insurance policy. The University cannot provide this insurance for your organization. **Renters are liable for loss and damage to the building and its furniture, equipment and contents.**

ON THE DAY-OF-THE SHOW your Producer or Stage Manager arrives at The Reynolds Performing Arts Center at the time you requested.

Remember, the time clock for rent and crew starts at the time you requested:

OR, the clock starts when you or any of your "Talent" or staff enters the building. They cannot be here without The Reynolds Performing Arts Center Staff.

STAGE MANAGER should arrive at least one hour before the "curtain time".

FRONT OF HOUSE MANAGER should arrive one-half hour before the Audience is expected to begin arriving at the theatre.

MEET WITH The Reynolds Performing Arts Center staff and introduce your KEY STAFF. Go over the Technical Requirements listed in your contract.

The Reynolds Performing Arts Center Staff has been instructed to check for approval with your Producer before providing any additional services or equipment (frequently requested by Talent").

We don't want to spend your money without your approval. Your Producer will be asked to "sign off" on any additional, unscheduled requests.

AFTER THE FINAL CURTAIN your Producer should meet again with The Reynolds Performing Arts Center Staff to "sign off" on the Rental. PLEASE CHECK THE TIMES, EQUIPMENT AND STAFF USED AT THIS TIME.

Remember: the clock is still running as long as you, you're "Talent" or any of your audience is still in the building.