

Board of Trustees Agenda Item

Board Meeting Date: June 4, 2012

Title of Item: FY 2012-13 Foothill College Facilities Rental Fees and Policies

Background and Analysis:

Foothill College provides facilities for non-instructional use in accordance with the attached facilities rental policies and fees. Fine Arts facilities are managed by the Fine Arts Division, while the remainder of campus facilities rentals are managed by the Kinesiology and Athletics Division.

The fees for 2012-13 have been adjusted to more clearly delineate the rates for non-profit organizations. The college is also adding new facilities (kiln and piano practice rooms) to the list of facilities available to rent. The intent is for the college to collect more rental fees while providing our community and organizations appropriate access to campus facilities.

Attachments are:

1. Foothill College Campus Facility Use Policies, Fees, Process and Procedures
2. Rental Rates effective July 1, 2012
3. Fine Arts Facilities Rental Procedures, Rates and Fees effective July 1, 2012

Recommendation:

Recommend Approval of the rental fees and policies for 2012-13 (contained in the three attached documents).

Submitted by:	John Mummert, VP, Workforce Development and Institutional Advancement
Additional contact names:	
Is backup provided?	Yes

Foothill College Campus Facility Use Policies, Fees, Process, and Procedures

One of the ways Foothill College responds to the needs and interest of our community is by making our facilities available for use by various community groups and organizations. Educational Code 82542 authorizes the use and fees for the use of college facilities by outside groups.

Facility use policy (excluding Campus Center, and Fine Arts Facilities)

Pursuant to Foothill-DeAnza Community College District Board Policy 3205 the use of college facilities by outside groups shall be for short-term, temporary needs. No possessory interest is intended by any permitted use of a college facility. No use shall be permitted under the authorization of this policy that constitutes a monopoly for the benefit of any person or organization.

In conjunction with District Board Policy 3205, it is the policy of Foothill College to allow community groups and organizations the use of our facilities only when that use does not interfere with, infringe on, or impede the educational process. Foothill College celebrates the diversity of its student body and the communities from which they are drawn. The college believes in rich diversity of viewpoint, age, cultural background, race, purpose, and social interaction. As a consequence, the college strives to ensure diverse groups and organizations have access to the use of our facilities.

An authorized Foothill College employee must be available on the campus as a college representative, and is assigned at the discretion of the Facilities Rental office. Additional campus staff may be assigned based on consultation with the appropriate offices (Director of Campus Safety and Security, Division Dean of area where activity is held, Supervisor of Grounds Service, Manager of Custodial Operations.)

Categories of Rental

The Civic Center Act under Educational Code 82542 states that the Governing boards of any community college grant use of college facilities or grounds for public, literary, scientific, recreational, educational, or public agency meetings, for the discussion of matters which the board deems proper, and for supervised recreational activities, and subject to the limitations requirements, and restrictions set forth in this article. Based on the Education Code, the following Categories of rentals have been established.

Category 1: Student Clubs and Organizations.

Student organizations that have been approved by the governing board of the District may be granted the use of community college premises and properties, without charge, subject to the regulations established by the governing board of the District. They are:

- Not charged the facility application process fee
- Not charged hourly rental fee
- Not charged utility usage fee
- Not charged fee for use of specialized equipment
- Direct fees for custodial, maintenance, and security are only charged on weekends, holidays, and when extra hours would be required

- Club advisor must be present when facilities are in use

Category 2: Non-profit Organizations

Organizations (excluding churches and religious groups), clubs, associations, and other public agencies organized for general character building or welfare purposes. These groups must provide documentation legal non-profit status filed with the Internal Revenue Service, otherwise the private rate applies

- Must pay the \$50 application fee
- Must pay the hourly rental fee, minus 20%, rounded to the nearest dollar
- Must pay the utility usage fee
- Must pay for the use of specialized equipment
- Must pay for custodial, maintenance and security, and any additional personnel as deemed necessary by the Facilities Rental Office

Non-profit organizations having fundraising entertainment or meetings where admission fees are charged or contributions, or any type of donation, are solicited must be for the benefit of the students of the Foothill-DeAnza Community College District, otherwise the private fee schedule applies to their rental contract.

Category 3: Religious Organizations and Private or Commercial (for Profit) Groups

The governing board may charge an amount not to exceed its direct costs or not to exceed fair rental value of college facilities and grounds under its control for activities other than those specified above. Fair rental value is determined by evaluating rates and comparability of other facilities in the surrounding area and taking market trends into consideration.

- Must pay \$50 application fee
- Must pay hourly rental fee based on fair market value
- Must pay for use of specialized equipment
- Must pay for custodial, maintenance and security, and any additional personnel as deemed necessary by the Facilities Rental Office

Summary of charges and fees

The following direct costs will be assessed to all outside organizations or groups using facilities at Foothill College:

- Cost to open/close facility, if no college employee would otherwise be present. See Direct Cost Fee Schedule.
- Cost of college employee to be present during the use of facility if no college employee would otherwise be present. See Direct Cost Fee Schedule.
- Cost for room set up and takedown. See Direct Cost Fee Schedule.
- Cost for custodial services. See Direct Cost Fee Schedule.
- Cost for grounds Services. See Direct Cost Fee Schedule.
- Cost for special event set up. See Special Event Equipment
- Cost for specialized support staff (e.g. AV. Electrician, Lifeguard, etc.). See Direct Cost Fee Schedule.
- Cost for campus police officer. See Direct Cost Fee Schedule.

Parking

Parking is not included in the use of college facilities. Participants in scheduled activities/events must pay the daily fee to use spaces in all Foothill College parking lots. If an outside group or organization is interested in securing prepaid parking for an activity/event, participants should indicate this to the Campus Facilities Rental Coordinator and s/he will arrange for them to meet the Director of Campus Safety & Security or a designee to discuss prepaid parking.

Insurance

All outside groups and organizations must provide the college with a Certificate of Insurance for \$1 million dollars listing Foothill-DeAnza Community College District as additionally insured.

Deposits and Billing

A deposit of 50% of the total estimated fee (along with the \$50 application fee) will be required at the time the application is approved. Completion of the online application does not constitute an agreement. Most events will require at least two meetings with campus facility rental staff. The first meeting is upon initial request, and the second meeting is prior to the event.

In accordance with Educational Code 82540, all fees are due and payable prior to the event. Therefore, final payment is due two weeks prior to the scheduled event. At that time, the Campus Facilities Rental Coordinator and the applicant will review the final arrangements and confirm preparations for the event.

All payments must be remitted in person or by mail to the Foothill College Facilities Rental Office in the form of a check or money order.

Event Cancellations

If it is necessary to cancel an activity/event, the Campus Facilities Rental Coordinator must be notified no less than five business days prior to the scheduled event. If the five business day minimum notification is received and acknowledged by the Campus Facilities Coordinator, all monies except for the \$50 facility application fee will be refunded. Refunds will not be given for events cancelled within five business days of the event. Refunds will not be given to groups or organizations that fail to show for scheduled events.

Facilities Use Application procedures and Process

Requests for the use of college facilities are made by completing a Facility Rentals Application at the Facilities Rental website, and should be filed at least one month in advance of the proposed event.. Community groups and organizations can schedule events no more than six months in advance of the proposed event, however no contract will be extended more than one quarter in advance.

Foothill College reserves the right to cancel any event scheduled by a community group or organization if the scheduled facility is needed for a college program. Although rare, if it is necessary for the college to cancel an event, the college will make every effort to notify the sponsoring group of the cancellation at least one week in advance of the scheduled activity.

In the case of cancellation by the college, all monies collected will be refunded for each application processed, including the \$50 application-processing fee.

Steps in the Application Process

1. The applicant reviews the Facility Rentals website at <http://diogenes.fhda.edu/facilityrentals.php>
2. The applicant completes the facility Rental Agreement form online and returns it to the Campus Facilities Rental Coordinator via fax at 650-949-7114, email, in person, or by mail to:

Campus Facilities Rental Coordinator
Foothill College Kinesiology and Athletics
12345 El Monte Road
Los Altos Hills, CA 94022
3. The Campus Facilities Rental Coordinator reviews the Facility Rentals Agreement and contacts the applicant to discuss the event.
4. The applicant and the Campus Facilities Rental Coordinator agree on date, venue, and cost of event.
5. The applicant pays the deposit and application fee and provides proof of insurance listing FHDA CCD as additionally insured. Checks should be made out to Foothill College, and include contract number for confirmation of reservations/credit for payments purposes.
6. The Campus Facilities Rental Coordinator books the event. If necessary, the coordinator also schedules a meeting with the group to discuss any possible issues or concerns. In general, all first time renters will meet with the Campus Facility Rental Coordinator prior to the event.
7. The Campus Facilities Rental Coordinator completes and signs the Facility Rentals Application identifying the dates and venue and creates an invoice.
8. Two weeks prior to the event the applicant makes the final payment. At that time, the Campus Facilities Rental Coordinator and the applicant will go over the final arrangements and confirm the campus preparations for the event.
9. Event cancellations must be received and acknowledged by the Campus Facilities Rental Coordinator five business days prior to the scheduled event.
10. Any additional direct charges incurred during the event will be billed after the event and are due and payable within 10 working days of invoice.

Foothill College Facility Rental Rates 2012-2013

	<u>For-Profit Hourly Rates</u>	<u>Non-Profit Hourly Rates</u>
Classroom Facilities		
Room Capacity		
50 and under	\$62.00	\$50.00
51-100	\$68.00	\$54.00
101-180	\$82.00	\$66.00
181-325	\$110.00	\$88.00
Athletic Facilities		
Main Gymnasium	\$150.00	\$120.00
Small Gymnasium	\$100.00	\$80.00
Football Stadium	\$130.00	\$104.00
Futsal Field	\$75.00	\$60.00
Pool	\$150.00	\$120.00
Soccer Field	\$115.00	\$92.00
Softball Field	\$115.00	\$92.00
Tennis Court	\$30.00	\$24.00
Track	\$60.00	\$48.00
Direct Costs		
AV Technician	\$50.00	\$50.00
Custodian	\$50.00	\$50.00
Electrician	\$57.00	\$57.00
Grounds Maintenance	\$50.00	\$50.00
Police Officer	\$70.00	\$70.00
Community Service Officer	\$20.00	\$20.00
Stadium Lights	\$70.00	\$70.00
Life guard (1per each15)	\$35.00	\$35.00
Other		
6 ft. Table (each)	\$5.00	\$5.00
Folding Chairs (each)	\$1.00	\$1.00

Facilities Rental Information for Foothill College Fine Arts effective July 1, 2012

Contains:

Application Packet

Rental Fees

On Campus User Procedures

Lohman Theater Procedures and Fees

Piano Room Rental Procedures and Fees

Kiln Rental Procedures and Fees

Foothill College Fine Arts Facilities Rental Application Packet

PROCEDURE

The steps for renting a space in the Fine Arts area are as follows-

- The requesting group must contact the Facilities Coordinator at 650-949-7252 to ascertain an available date and time. The agreed upon date can be held for ten days pending the arrival of the application and deposit.
- The requesting group will return a completed [application](#), plus a non-refundable deposit of \$500 (which is applied towards the final bill). No application will be accepted less than one month prior to the desired date of use.
- Non-profit rates are available for groups who have valid 501(c)3 and will not be charging admission (including any kind of donation) fees.
- Appointments to view the facility must be scheduled in advance with the Facilities Coordinator.
- The Facilities Coordinator will send a contract to the requesting group, with the agreed upon dates, times, space, and estimated charge, plus requests to other campus service groups, if any.
- The requesting group will sign the contract, retain one copy for their records, and send the original back to the Facilities Coordinator.
 - Reservations are not confirmed until the applicant receives the signed contract from the Facilities Coordinator.
- A certificate of insurance is required for all facility rentals.
 - The certificate must list the names of the persons or firm/s named on the facility contract as insured under the policy and must list the Foothill-De Anza Community College District as the additional insured.
 - The coverage must be for a minimum of \$1,000,000.00 general liability.
 - The certificate of insurance must be received by the Facilities office at least 30 days prior to the scheduled event or the contract and the event may be cancelled.
- The client will be represented by one person, both before and during the event. This representative should be the contract signer, but if this is not the case, the representative must be approved in writing by the contract signer.
 - If more than one person needs to be consulted, for areas such as lighting and sound, these persons also need to be approved in writing by the contract signer.
- The client and the Facilities Coordinator will meet, in person or via phone, to discuss these policies and procedures to ensure understanding of all points.
- In order to best accommodate technical needs, the client must send technical and other requests to the Facilities Coordinator no later than one month prior to the event.
 - Requests include anything provided by Foothill, including technical equipment, tables, chairs, etc.

- Any modifications to these requests must be made in writing (including email) no less than two weeks prior to the event.
- Any changes to the contracted starting time must be made in writing (including email) no less than three weeks prior to the event.
- These changes can be made only by the contract signer.
- Change requests will be honored insofar as they are feasible. The final decision is at the discretion of the Facilities Coordinator.
- The Facilities Coordinator will staff the event with theatre crew. Scheduling of crew is solely at the discretion of the Facilities Coordinator.
- If the client has equipment to be delivered and/or picked up at a time other than the contracted time, arrangements must be made with the Facilities Coordinator no less than two weeks in advance.
- Invoicing for the event takes place after the event; the renter has one month to pay.

GENERAL POLICIES

- The Fine Arts Facilities, including the Smithwick Theatre, are available first as classroom spaces, followed by use by other campus events.
 - If space is available on evenings and weekends, outside groups may rent facilities on a first come/ first serve basis.
 - The facilities become available for rent to the public each March, for the following academic year (September-June).
- No group will be denied the use of the facilities except under the following conditions-
 - The facility is in use by a campus group, or previously rented by another outside group.
 - The requesting group has an outstanding bill due to Fine Arts Facilities or any other District body.
 - The requesting group has damaged or misused District property, equipment, or personnel.
 - The requesting group wishes to use the facility to slander or discriminate against another group (ethnic, religious, gender, etc.).
 - The requesting group wishes to use the facility for any illegal purpose.
 - The event is not covered by insurance.
- At no time may any of the Fine Arts spaces be filled over capacity. The capacity of the Smithwick Theatre is 941; the capacity of Appreciation Hall is 168. See the Facilities Coordinator for capacities of classrooms.
- The client is responsible for all actions, behavior, and damages caused by their guests/attendees during the occupation of the facilities
 - Theatre personnel reserve the right to have removed any person behaving in an unlawful, dangerous, or objectionable manner.
- No fire is allowed in the theatre or on campus. This includes candles, incense, lamps, etc.
- Doors, hallways, and aisles may not be obstructed by equipment or people.
- No animals other than service animals are allowed on campus.
- For safety and security, only members of the cast and crew are allowed backstage. The client will provide personnel to prevent unauthorized entrance backstage.
- Should the event be cancelled by the client for any reason, the deposit will be forfeit. If the event is cancelled less than 30 days prior to the event, there may be further cancellation fees charged.

BOX OFFICE AND TICKET SALES

- The Box Office is not available to print or sell tickets. Neither the Box office nor any other office will be available to the client's personnel for ticket sales.
- Clients are to provide their own ushers/ticket takers, and House Manager. However, client or client's personnel may not operate or be in the Box Office.

DECORATING

- The client may not attach anything to the walls of the theatre, exterior or interior, or on any walls on campus. All signs posted must be on stands provided by the client.
- The client may, with the assistance of theater crew, hang banners from existing hooks at the theatre front, or tape banners to the front of the stage, using theatre tape.
- The client is welcome to use the corkboard and table in the theatre lobby.

CLEANING

- The client must place all trash in receptacles or trash bags.
- All posters, signs, etc., must be removed by the client.
- All equipment used must be replaced and the premises left in a neat and ordered fashion.
- A \$200.00 mandatory cleaning fee will be charged per day for each event. This cleaning will take place after the event and will include cleaning and stocking of bathrooms, vacuuming, emptying of trash, etc.
- The client will be charged an additional \$50/hour if the event takes longer than four hours to clean.

FOOD AND BEVERAGE

- All food and beverage must, by law, be provided by a licensed food provider with a Santa Clara County business and catering license. The caterer must provide a license copy to the Facilities Coordinator.
- Open flame is not permitted on campus. No food may be prepared on campus. Food may be reheated in approved containers, as per the Facilities Coordinator.
- No food or beverages are allowed in the facilities. Only bottled water is allowed inside the facilities.
 - Performers and crew may bring food backstage, provided that it is properly disposed of by the end of the event.
 - No food or drink other than bottled water is allowed in the dressing rooms.
- Alcohol is not permitted on campus.

EQUIPMENT USE

- All theatre equipment is to be operated by Foothill theatre crew.
- The theatre is not responsible for providing scenery, props, or furniture. Items stored in the theatre belong to the Theatre Arts Department and may be rented no less than 30 days prior to the event. Please contact the Facilities Coordinator for rental information.
- The theatre is not responsible for supplying tablecloths or any refreshments requested by the client's artist or group.
- The client nor the client's personnel are not allowed in the booth, except with prior permission from the Facilities Coordinator.
- Theatre crew are not responsible for the functioning of outside equipment brought in by clients, i.e. laptops, MP3 players, projectors, fog machines, etc.

PARKING

- Parking regulations are enforced seven days a week.
- Parking is permitted in marked spaces in "Student" lots only. The lot behind the theatre is for loading/unloading or handicapped parking only.
- \$3 Daily permits are required seven days per week.
- Pre-paid permits are available through the District. Please contact Joe Mauss at 408-864-8749 or maussjoe@fhda.edu.

LOST AND FOUND

- Items left in the theatre will be held in the office of the Facilities Coordinator for no less than two weeks.

Any violations of these policies may result in forfeiture of future rental privileges of Foothill College facilities, and additional fees.

We reserve the right to amend these policies as deemed necessary without advance notice.

FOOTHILL COLLEGE
FINE ARTS FACILITIES OFFICE

650-949-7252

thorntonkay@foothill.edu

**THIS COMPLETED FORM OR A LIST OF REQUESTED EQUIPMENT MUST
BE SENT TO THE FACILITIES COORDINATOR BY ONE MONTH PRIOR TO
YOUR EVENT.**

This form will help in *estimating* production costs. Billing for events is done on the basis of actual time (beginning with contracted starting time and ending at the time the facility is clear and restored to original condition), equipment requested and/or used, and personnel necessary for the production. If there are changes or additions to the production, the user (client) of the facility shall bear any additional expenses.

Make a check in the left-hand margin next to the equipment you will need and fill in quantities where indicated.

SMITHWICK THEATRE RENTAL FEE- for-profit groups (minimum 4 hours per day):

Rehearsal- \$55/hour

Performance-\$150/hour

date(s) of rental_____

times for rehearsal_____

times for performance _____

times for restore _____

SMITHWICK THEATRE RENTAL FEE- non-profit groups (minimum 4 hours per day):

This rate is for groups with current 501(c)3 licenses and **who are not charging admission or donations for the event.**

Rehearsal- \$44/hour

Performance-\$120/hour

date(s) of rental_____

times for rehearsal_____

times for performance _____

times for restore _____

NOTE: Equipment and personnel charges are not included in Theatre rental fee. See equipment/personnel price list attached.

ALL EQUIPMENT RENTAL PRICING IS PER DAY

STAGE EQUIPMENT

Dance floor-Marley (gray or black):	\$175.00/event+labor
Concert Shell: requires 2 technicians for set-up and take down	\$60.00+labor
Risers (enclose a ground plan) 4'X8'X8"(6 available) # needed_____	\$10.00 each
4'X8'X16" (4 available) # needed_____	
4'X8'X24"(5 available) # needed_____	
Choral Risers (3-step units-5 available): # needed_____ (enclose a ground plan):	\$20.00 each
Music Stands (up to 60), (please enclose a ground plan): # needed_____	\$35.00
Music Stand Lights (46 available), (please enclose a ground plan): # needed_____	\$35.00
Chairs for indoor use only (folding, up to 100), (please enclose a ground plan): # needed_____	\$35.00
Tables (3'X6'): #needed_____, location_____	\$5.00 each

STANDARD MASKING:

5 sets of legs & borders, including mid stage & upstage travelers; main curtain

Main Curtain and/or On-stage travelers (may require additional stagehand)	labor only
Main Curtain- Fly_____or Travel_____	
Mid-stage Traveler- Fly_____or Travel_____	
Upstage Traveler- Fly_____ or Travel_____	

SPECIAL RIGGING (needs approval of Facilities Coordinator):

Please specify_____ pending

PIANO (tuning is extra):

Steinway D (9' Concert Grand):	\$125.00
Piano Tuning:	\$100.00 each

SOUND EQUIPMENT

Standard equipment includes:	\$80.00/day
16 channel mixer in booth (Allen & Heath Mix Wizard WZ3 16:2), amplifiers, house speakers (Nexo S1230's with Nexo RS15 subs), dressing room monitors, intercom	
Microphones:	
Floor (Crown- PCC 160) 3 available	\$25.00 each
# needed _____	
Instrumental (Shure SM57) 6 available	\$20.00 each
# needed _____	
Vocal (Shure SM58), 6 available	\$20.00 each
# needed _____	
Choral (Shure SM81), 2 available	\$25.00 each
# needed _____	
Wireless, 4 lavalier or 4 hand-held available	\$60.00 each
Hand held- # needed _____	
Lavalier- # needed _____	
Direct Input Box (Whirlwind), 3 available	\$15.00 each
# needed _____	
On-stage Monitor Speakers (PAS 125FM) 2 available:	\$25.00 each
# needed _____	
Compact Disc Player, 1 available:	\$25.00
Mixer in house (Allen and Heath, GL2400)	\$35.00
requires house sound engineer	

LIGHTING EQUIPMENT

Rates are based on using the existing repertory lighting plot.
Any re-hang for specials, or redesign, will be extra.

Apron only (in front of main curtain):	\$45.00
Half Stage (in front of mid stage traveler):	\$85.00
Full Stage (entire stage including cyc):	\$160.00
Followspots, 2 available (in booth):	\$60.00 each
# needed _____	
Additional equipment: <u>(needs approval of Facilities Coordinator)</u>	pending

AUDIO VISUAL EQUIPMENT-

Projection Screen: 10'x14' rear or 14'7"x19'10" front:	\$140.00/day
Video Projector (Panasonic PTL711XU), 1 available:	\$340.00
Other A/V equipment <u>(needs approval of Facilities Coordinator)</u> :	
Please Specify _____	pending

SPECIAL REQUESTS

Special requests need written approval by the Facilities Coordinator at least four

weeks prior to the event; costs will depend on items requested.

Recording of program:

Client may record programs at no cost. Client must provide own equipment and personnel; Foothill will provide sound feed and extension chords. No recording equipment may block aisles.

OUTDOOR REQUIREMENTS

Large orders of tables and chairs must be made at least four weeks prior to event, with no guarantee that the request can be filled. Foothill will contact the client in the case that requests cannot be filled. Charges are \$30 for up to 100 chairs and \$5 per table for up to 20 tables, plus labor for delivery, set-up, and restore.

PERSONNEL/LABOR

FACILITIES COORDINATOR WILL HAVE FINAL DECISION AS TO THE NUMBER OF SUPPORT PERSONNEL REQUIRED FOR EACH EVENT.

PERSONNEL/LABOR CHARGES

FOUR HOUR MINIMUM FOR ALL PERSONNEL

Overtime charged (1 1/2 times base rate), assessed after 5 hours continuous work without a meal break (of ½ hour) until break is taken. Overtime will be charged hourly, after an 8 hour day.

Crew call times cannot be changed later than three weeks prior to event.

Theatre Manager \$45.00/hour

The Theatre Manager must be present whenever client is in the building.

Sound Engineer \$50.00/hour
(for live performance mix)

Theatre Technicians \$25.00/hour
Light Board Operator

Sound Technicians
requested _____

Followspot Operators
requested _____

Stage Hands
requested _____

A \$200.00 Mandatory Cleaning Fee will be charged per day for each event.
You will be charged an additional \$50/hour if your event takes longer than four hours to clean.

Fine Arts Facilities Usage for On-Campus Groups

All groups who use any facility in the Fine Arts Area must pay for usage and provide insurance, as per District policy. However, groups who are part of Foothill College, or sponsored by a Foothill College Department or Club (see sponsoring guidelines) are covered by campus insurance and are not required to pay for room rental or campus equipment. All groups are required to pay for any labor and any equipment purchased or rented solely for usage by that group.

The only exceptions to these rules occur when the event occurs during the day when the facilities manager is present and does not require any labor beyond that which the facilities manager can provide.

Guidelines for Clubs Using the Smithwick Theatre

-Foothill clubs may use the theatre for the cost of labor only, provided that-

- -the date is available
- -the campus advisor, or other full-time Foothill faculty or staff, is present in the theatre for all rehearsal and performance time
- -the club has received OBD authorization

-The theatre is to be used for the performance of Foothill students. The performance may have guest artists, but only if-

- -guests are a small percentage of the performance

or

- -the group may present an entire performance, but only if all proceeds go to Foothill College or are presented free of charge to the student body
- -outside groups must have separate insurance

-After the event, the theatre will bill the campus club.

-Outside groups may use the theatre for their own performances with club sponsorship, but they will be charged regular (including non-profit) rates.

LOMAN THEATER RENTALS
FINE ARTS FACILITIES OFFICE

650-949-7252

thorntonkay@foothill.edu

**THIS COMPLETED FORM OR A LIST OF REQUESTED EQUIPMENT MUST BE SENT TO
THE FACILITIES COORDINATOR BY ONE MONTH PRIOR TO YOUR EVENT.**

This form will help in estimating production costs. Billing for events is done on the basis of actual time (beginning with contracted starting time and ending at the time the facility is clear and restored to original condition), equipment requested and/or used, and personnel necessary for the production. If there are changes or additions to the production, the user (client) of the facility shall bear any additional expenses.

Make a check in the left-hand margin next to the equipment you will need and fill in quantities where indicated.

LOHMAN THEATRE RENTAL FEE- for-profit groups (minimum 4 hours per day):

Rehearsal- \$40/hour

Performance-\$100/hour

date(s) of rental _____
times for rehearsal _____
times for performance _____
times for restore _____

LOHMAN THEATRE RENTAL FEE- non-profit groups (minimum 4 hours per day):

This rate is for groups with current 501(c)3 licenses and who are not charging admission or donations for the event.

Rehearsal- \$32/hour

Performance-\$80/hour

date(s) of rental _____
times for rehearsal _____
times for performance _____
times for restore _____

NOTE: Equipment and personnel charges are not included in Theatre rental fee. See equipment/personnel price list attached.

A \$200.00 Mandatory Cleaning Fee will be charged per day for each event.
You will be charged an additional \$50/hour if your event takes longer than four

hours to clean.

ALL EQUIPMENT RENTAL PRICING IS PER DAY

SOUND EQUIPMENT

Sound system:	\$75.00
Microphones:	
Floor (Crown- PCC 160) 3 available	\$25.00 each
# needed _____	
Instrumental (Shure SM57) 5 available	\$20.00 each
# needed _____	
Vocal (Shure SM58), 5 available	\$20.00 each
# needed _____	
Direct Input Box (Whirlwind), 3 available	\$15.00 each
# needed _____	
On-stage Monitor Speakers 2 available:	\$25.00 each
# needed _____	
Compact Disc Player, 1 available:	\$25.00

LIGHTING EQUIPMENT

Rates are based on using only the existing repertory lighting plot.
Any rehang for specials, or redesign, will be extra.

Rep plot:	\$100.00
Followspots, 2 available (House crew required, labor cost not included):	\$60.00 each
# needed _____	
Additional equipment:	pending

AUDIO VISUAL EQUIPMENT-

Projection Screen:	\$140.00/day
Video Projector 1 available:	\$340.00
Other A/V equipment:	pending
Please Specify _____	

SPECIAL REQUIREMENTS

Special requests/requirements need written approval by the Facilities Manager at least four weeks prior to the event.

pending

Recording of program:

Client may record programs at no cost. Client must provide own equipment and personnel; Foothill will provide sound feed and extension chords. No recording equipment may block aisles.

OUTDOOR REQUIREMENTS

Large orders of tables and chairs must be made at least four weeks prior to event, with no guarantee that the request can be filled. Foothill will contact the client in the case that requests will not be filled. Charges are \$30 for up to 100 chairs and \$5 per table for up to 20 tables, plus labor for delivery, set-up, and restore.

PERSONNEL/LABOR

FACILITIES MANAGER WILL HAVE FINAL DECISION AS TO THE NUMBER OF SUPPORT PERSONNEL REQUIRED FOR EACH EVENT.

PERSONNEL/LABOR CHARGES

FOUR HOUR MINIMUM FOR ALL PERSONNEL

Overtime charged (1 1/2 times base rate), assessed after 5 hours continuous work without a meal break (of 1/2 hour) until break is taken. Overtime will be charged hourly, after an 8 hour day.

Crew call times cannot be changed later than three weeks prior to event.

Theatre Manager	\$45.00/hour
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The Theatre Manager must be present whenever client is in the building.

Lighting Designer	\$30.00/hour
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Theatre Technicians	\$25.00/hour
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Light Board Operator

Sound Technicians

requested _____

Followspot Operators

requested _____

Stage Hands

requested _____

Piano Practice Room Conduct Agreement

Welcome to the piano practice rooms at Foothill College. In order to ensure that the practice rooms and pianos remain clean and safe for all users, we ask that you follow these rules-

- The practice rooms are for the use of practicing the piano or other musical instrument only.
- The practice rooms may not be used for teaching or tutoring others.
- The fobs may not be shared.
- If you wish to practice uninterrupted, please display your photo i.d. in the window of your room (in the plastic sleeve placed in the window). If you do not display your i.d., a Foothill staff member may enter to ask for your i.d.
- No food or beverages, other than bottled water, are allowed inside the rooms.
- Practice room hours are 8a-9:30p Monday-Friday, and 9a-4p Saturday and Sunday.
- Parking at Foothill is \$3/vehicle per day, seven days a week. Please park in the student lots only. Quarter-long parking permits are available for \$26.65; please ask about this option.
- Rates, to be paid by check or money order, are-
 - for non-Foothill college students- \$200/12-week quarter
 - for breaks between quarters, rates are \$10/week for the entire break period (three weeks after the fall quarter, one week after the spring quarter)
 - for Foothill college students not enrolled in a music class- \$125/12-week quarter
 - Foothill college students may pay \$60 to continue practice room usage in the six weeks after the regular six-week summer session.
- Deposits for fobs are \$20, a separate check or money order, to be returned with the return of the fob. Loss of the fob results in loss of the deposit.
- Rentals are for full quarters only; no partial rentals or refunds for non-usage.
- Rentals will take place in the first week of each quarter or break only.
- Renters in good standing may renew access without the return of the fob, although a new deposit is required.
- All renters must adhere to regular campus conduct and rules, including no smoking or alcohol on campus, and no animals other than service animals.

By signing this agreement, you agree to abide by the rules listed. Any violation of the above rules will result in the loss of fees and any future use privileges.

Printed name of renter

Renter's signature

Please make check out to Foothill Fine Arts Piano Practice Room

-----For Office Use-----

Date of check-out:

Quarter:

Fob number:

Check or money order number (fee):

Check or money order number (deposit):

Kiln rental space agreement

The Foothill Ceramics Department is now offering a firing service for low-temperature ceramic applications such as bisque firing, and low-temperature glaze firing up to cone 04 (1940 degrees Fahrenheit).

Available firing times and dates:

TBA per each quarter

Statement of liability:

Although the utmost care will be taken when firing the work provided, there is always a chance the piece will crack or potentially explode due to issues such as errors in craftsmanship, excessive thickness, inclusions accidentally mixed into the clay, or potential kiln malfunction. The Foothill Ceramics Department will assume no responsibility for any of the above-mentioned firing or building issues that may occur, and you are still responsible for payment in full for firing services. The Foothill Ceramics Department has the right to refuse any work.

Our kiln will be fired at a very slow rate for safety. We will hold the kiln at 200 degrees for 20 hours, then increase the temperature 50 degrees an hour until 1250 degrees is reached. We will then increase the temperature 150 degrees an hour until the finished temperature is reached.

Kiln for rent:

Skutt 1227 computerized kiln with 10 cubic feet of stacking space.

Kiln height 27 “

Kiln width 28”

Cost

Foothill ceramics will only offer full or half kiln loads.

\$100 dollars for a full kiln

\$50 dollars for a half kiln

All rentals will be processed through the Fine Arts Facilities Coordinator at 650-949-7252

For Kiln and Ceramics Questions Contact

Andy Ruble Director of Ceramics, (650) 949-7584