UNIVERSITY OF HAWAII AT HILO THEATRE POLICY OF USE

GENERAL
The University of Hawaii at Hilo Theatre is primarily an instructional facility providing for the support of the regular educational functions of the University of Hawaii at Hilo and the activities necessary in support of these functions. The functions of the University of Hawaii at Hilo shall take precedence over any other activities for the use of the Theatre.

Events scheduled by the Performing Arts Center and performing arts classes and activities scheduled by the UHH Performing Arts department have first priority on the use of the Theatre. Requests for usage outside of these areas must be made to the Theatre Manager by filling out a facility request form online at http://hilo.hawaii.edu/depts/theatre/reservation/.

LIMITATION OF USE POLICY
Services of a technical director and appropriately trained technical assistants are required for all activities except for those scheduled by the Performing Arts Center of the University of Hawaii at Hilo. Rental, extraordinary costs, and charges for special equipment and lighting will be assessed as applicable. A uniformed security guard is required at all public activities. Denial, suspension, or cancellation of use will be made by the Theatre Manager. Theatre equipment and materials are not to be removed from the theatre. Users are limited to two 4-hour rehearsals.

PRIORITY AND CATEGORIES OF USE
Category I: Activities scheduled by the Performing Arts Center or Performing Arts department classes.
Category II: Performing arts activities sponsored by University affiliated departments or organizations.
Category III: Other university activities such as programs sponsored or co-sponsored* by the Campus Center, Student Government organizations, Continuing Education and Community Service, approved student clubs, etc. Also educational activities sponsored by faculty, staff or public agencies where reciprocity exists (i.e. DOE, County of Hawaii, etc.)
Category IV: Non-university affiliated organizations conducting charitable, civic, community, cultural or educational activities which are operated on a not-for-profit basis and whose activities are appropriate for such facilities where the use does not infringe upon, delay or conflict with the normal operations of the University.

*NOTE: “Co-sponsorship” means the assuming of equal responsibilities (including liability and financial) by a University-affiliated organization with an organization without University affiliation in conducting an event or activity.

USE APPLICATION PROCEDURES
The use of the theatre by all organizations shall be by reservations on a first-come, first served basis subject to the scheduling priorities listed above.

University organizations may not reserve the theatre in excess of one year in advance. Outside organizations may not reserve the theatre prior to four months before the scheduled event.
The scheduling of the theatre is coordinated by the Theatre Manager. Organizations shall obtain and complete a use application form to reserve the theatre. Applications for use can be found ONLINE at: http://hilo.hawaii.edu/depts/theatre/reservation/.

**GENERAL PROCEDURES GOVERNING THE APPLICATION AND RESERVATION FOR USE OF THE THEATRE**

1. An organization requests the use of the theatre by completing the online use-application form.
2. The Theatre Manager shall determine the appropriateness of the application, the estimated charges for use and services (based on the submitted use-application) and any special requirements.
3. The organization shall receive a copy of the completed application and a rental estimate listing the estimated charges and any special arrangements made for the event with the Theatre Manager.
4. Outside organizations shall be required to make a payment of 50% of the estimated charges one month prior to the scheduled event date. A final bill will be sent to the organization following the event. All bills are to be paid by check within one week after billing. Checks are to be made payable to the University of Hawaii at Hilo.
5. The University has the authority and reserves the right to cancel, postpone or alter arrangements for any event, if necessary.

**APPLICATION OF RENTAL TERMS**

A. If NO admission is charged or solicited

**Categories I & II:** No rental charge. All necessary and required services will be furnished by the University. A security guard is required for public events, the cost of which will be charged to the renter.

**Category III:** No rental charge. Actual costs of Technical Director, technicians, extraordinary costs and custodial services will be assessed to public agencies. A security guard is required for public events, the cost of which will be charged to the renter.

**Category IV:** A rental charge will be assessed. Actual costs of Technical Director, technicians, custodial services, and equipment charges will be assessed for both performances and rehearsals. A statement of financial accounts for the events must accompany payments. A security guard is required for public events, the cost of which will be charged to the renter.

B. If admission or donation is charged or solicited

**Category I:** No rental charge. All necessary and required services will be furnished by the University. A security guard is required for public events, the cost of which will be charged to the renter.
**Category II:** 50% of the actual rental charge will be assessed. Technical Director, technicians, extraordinary costs, and custodial services are applicable to performances and rehearsals. A security guard is required for public events, the cost of which will be charged to the renter.

**Category III:** Reduced rental charge will be assessed for both performances and rehearsals. Technical Director, technicians, extraordinary costs, and custodial services are applicable to performances and rehearsals. Equipment charges are applicable for the performances. A security guard is required for public events, the cost of which will be charged to the renter.

**Category IV:** A rental charge will be assessed on both performances and rehearsals. All services and equipment charges are applicable to performances and rehearsals. A security guard is required for public events.

**SYNOPSIS OF CHARGES**

**Basic Rental**

- $75.00/hr (4 hour minimum) Day of Performance*
- $37.50/hr (4 hour minimum) Day of Rehearsal

**PERSONNEL**

(Rates prevail for setup, rehearsal and performance. All rates x 1.5 for any amount over 8 hours. All workers require a one hour break after 4 hours of work. Rates go to x3 the prevailing rate for hours worked before 7am and after midnight.)

- **Technical Director:** (one required—Minimum 4 hours) Current contracted rate
- **Semi-skilled Technicians:** (Minimum 4 hours) $12/hour. These include but are not limited to the following: Curtain Pullers, Stage Hands, Fly Rail Operators, Box Office Personnel and Ushers.
- **Skilled Technicians:** (Minimum 4 hours): $15/hour: These include but are not limited to the following: Stage Manager (one required), Board Operators, Stage Electricians, Stage Carpenters, and Follow Spot Operator and Box Office Personnel.
- **Custodian:** (Minimum 2 hours): Current contracted rate.
- **Lighting, Sound, Set Properties Design:** (Minimum 4 hours): $25/hour
- **Security Guard:** (Minimum 1 guard required) Current contracted rate.

**LIGHTING EQUIPMENT**

(Rates prevail for rehearsals and performances)

- **Basic System:** $20/hour. This includes one basic stage wash (24 instruments) and manual lighting control.
- **Cyclorama Lighting:** $25/event.
- **Additional Standard Lighting Instruments:** $1 per instrument/hour. This includes but is not limited to the following: Ellipsoidal Spotlites (Lekolites), Fresnels, Par Lites, Beam Projectors, and Strip Lites (per circuit).
- **Lighting Booms/Trees:** $5 each/event
- **Special Effects Lighting:** $1 per instrument/hour. This includes but is not limited to the following: Scene Projector, Ellipsoidal Spotlites with “gobos” and Chase Lites (per circuit).
**Followspot:** $8/hour (plus the cost of an operator)

**Computer Lighting Control:** $8/hour

**AUDIO EQUIPMENT**
(Rates prevail for rehearsals and performances)
Basic Public Address System: $15/hour. This includes one wired microphone, mixer, amplifier and house speakers.
Basic System with Monitors: $18/hour. This includes the items listed above plus an on-stage 2-speaker monitor system.
Additional Sound Equipment:
  - Wired microphones: $2 each/hour
  - Wireless microphones: $5 each/hour

**PIANOS**
(Does not include tuning. Rates prevail for rehearsals and performances)
Grand Piano: $10/hour
Upright Piano: $5/hour
Piano Tuning Estimate: $200/each

**MISCELLANEOUS**
Dance Floor: $150/event (tape included)—set up fee
Dance Floor: $25/day—use fee
Fog Machine: $25/event (does not include the fog juice)
Choral Risers: $7 per section/event
Acoustic Shell: $5 per section/event
Projection Screen: $20/event
Podium: $5/event
Parking Passes: $3 per day per vehicle

**SYNOPSIS OF REQUIRED FEES AND SERVICES**

**ADMISSION EVENTS**

<table>
<thead>
<tr>
<th>Category</th>
<th>PERFORMANCES</th>
<th>REHEARSALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category I</td>
<td>Security Guard (Must be UHH Contractor)</td>
<td>No Charges</td>
</tr>
<tr>
<td>Category II</td>
<td>Reduced Rental, Technical Director, Custodial Services, Security Guard, Equipment Charge (on cost basis)</td>
<td>Reduced Rental, Technical Director, Custodial Services</td>
</tr>
<tr>
<td>Category III</td>
<td>Reduced Rental, Technical Director, Custodial Services, Security Guard, Equipment Charge</td>
<td>Reduced Rental, Technical Director, Custodial Services, Equipment Charges</td>
</tr>
</tbody>
</table>
Category IV  Rental Charge, Technical Director, Custodial Services, Security Guard, Equipment Charges, Insurance (provided by user) Rental Charge, Technical Director, Custodial Services, Equipment Charges, Insurance (provided by user)

NO ADMISSION EVENTS

PERFORMANCES
Category I  Security Guard
Category II  Security Guard
Category III  Security Guard, Technical Director (Non UH users), Custodial Services (Non UH users), Equipment Charges (Non UH users)
Category IV  Rental Charges
Technical Director
Custodial Services
Equipment Charges
Security Guard
Insurance (provided by user)

REHEARSALS
Technical Director (Non-UH)
Custodial Services (Non-UH)
Equipment Charges (Non-UH)

Please Note: If you have any questions regarding Policy of Use or Theatre charges, please contact the Theatre Manager at 932-7495.

As the representative of the applying organization, I have read the above Policy of Use and understand the policies and fees as stated.

(Representative’s Signature)

(Date)