

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. Theatre Manager and Scheduling Officer may limit number and duration of rehearsals at their discretion.

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 limited to: University programs sponsored or co-sponsored* by Student Government organizations, Registered Student Associations (RISO) and educational activities sponsored directly 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 upon receipt of the rental estimate. This amount shall be applied to the final invoice, which will be sent to the organization upon completion of 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.
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: 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 & III: A rental charge will be assessed. 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 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, III, 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, the cost of which will be charged to the renter.

SYNOPSIS OF CHARGES

Basic Rental

\$90.00/hr (4 hour minimum) Day of Performance*

\$50.00/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) \$18/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): \$18/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): \$33/hour

Security Guard: (Minimum 1 guard required) Current contracted rate.

LIGHTING EQUIPMENT

(Rates prevail for rehearsals and performances)

Basic System: \$30/hour. This includes one basic stage wash (24 instruments) and manual lighting control.

Cyclorama Lighting: \$30/event.

Additional Standard Lighting Instruments: \$5 per instrument/hour. This includes but is not limited to the following: Ellipsoidal Spotlights (Lekolites), Fresnels, Par Lites, Beam Projectors, and Strip Lites (per circuit).

Lighting Booms/Trees: \$7 each/event

Special Effects Lighting: \$3 per instrument/hour. This includes but is not limited to the following: Scene Projector, Ellipsoidal Spotlights with “gobos” and Chase Lites (per circuit).

Followspot: \$15/hour (plus the cost of an operator)

Computer Lighting Control: \$15/hour

AUDIO EQUIPMENT

(Rates prevail for rehearsals and performances)

Basic Public Address System: \$25/hour. This includes one wired microphone, mixer, amplifier and house speakers.

Basic System with Monitors: \$30/hour. This includes the items listed above plus an on-stage 2-speaker monitor system.

Additional Sound Equipment:
 Wired microphones: \$3 each/hour
 Wireless microphones: \$10 each/hour

PIANOS

(Does not include tuning. Rates prevail for rehearsals and performances)

Grand Piano: \$15/hour
 Piano Tuning Estimate: \$250/event

MISCELLANEOUS

Dance Floor: \$160/event (tape included)—set up fee
 Dance Floor (Black): \$25/day—use fee
 Dance Floor (White): \$30/day—use fee
 Fog Machine: \$30/event (does not include the fog juice)
 Choral Risers: \$7 per section/event
 Acoustic Shell: \$5 per section/event
 Projection Screen: \$20/event
 Projector: \$50/hr (max charge of \$600/day)
 Lectern: \$8/event
 Parking Passes: \$5 per day per vehicle

SYNOPSIS OF REQUIRED FEES AND SERVICES

ADMISSION EVENTS

	PERFORMANCES	REHEARSALS
Category I	Security Guard (Must be UHH Contractor)	No Charges
Category II	Rental Charge, Technical Director, Custodial Services, Security Guard, Equipment Charges	Rental Charge, Technical Director, Custodial Services, Equipment Charges
Category III	Rental Charge, Technical Director, Custodial Services, Security Guard, Equipment Charges	Rental Charge, Technical Director, Custodial Services, Equipment Charges
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	REHEARSALS
Category I	Security Guard	No Charges
Category II	Security Guard Technical Director Custodial Services Equipment Charges Rental Charges	Rental Charges Technical Director Custodial Services Equipment Charges
Category III	Security Guard Technical Director Custodial Services Equipment Charges Rental Charges	Rental Charges Technical Director Custodial Services Equipment Charges
Category IV	Rental Charges Technical Director Custodial Services Equipment Charges Security Guard Insurance (provided by user)	Rental Charges Technical Director Custodial Services Equipment Charges Insurance (provided by user)

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)

*rates posted effective 7/30/2019