

New Guidelines for Performing Arts Center Rentals

1. All schools are required to hire a police detail for each recital, by calling the Easton Police Department at 508-230-3322.
2. NO SMOKING IS ALLOWED AT ANY TIME ON SCHOOL PROPERTY in or outside.
3. Nothing may be sold in the main auditorium at any time. All clothing, ticket and video sales must take place only in the Atrium.
4. Students **may not wear costumes or tap shoes in the auditorium at any time**; students who would like to watch the rehearsal must change out of his/her costume before entering the auditorium. **Costumes are only allowed onstage, in the cafeteria and in the dressing rooms. Please make sure that your clients are aware of this guideline. An additional cleaning fee may be added if clients are uncooperative.**
5. Please provide a copy of your correspondence with your students/parents regarding the food/drink/costume/smoking policies for rental of the OA Performing Arts Center.
6. No items including tickets may be sold within the space of the auditorium; all sales must take place in the Atrium Lobby.
7. Dance Schools must have a minimum of 4 people collecting tickets and handing out programs; if reserved seating is sold, 4-6 ushers are recommended to show patrons to seats.
8. WATER ONLY is allowed backstage.
9. Dance school staff and patrons are not allowed to stand in entry/exit ways during the production per order of the Easton Fire Department.
10. No TV Monitor/DVD players will be allowed in the cafeteria.
11. Please bring your own blue tape for taping signs and paper to the walls
12. Please let Charlene know in advance if you're using a backdrop or need a cyclorama or cyc lights. Also if you need the back black curtain closed during the production.
13. As a reminder, **NO FOOD OR DRINK IS ALLOWED IN THE AUDITORIUM AT ANY TIME. THANK YOU** for your cooperation!

Thank you,

Charlene Dalrymple, House Manager
508-230-3210 X1434
Additional Charges:

_____ 100.00 per day for "Clear Com" Communication System

_____ 150.00 per day for LCD Projector in the Auditorium

Signature

Title

Date