

FCUSD Theater Use Policy

- Reservations for use of the Theaters are processed online.
- The theater may be reserved by outside organizations beginning **June 1** for the next school year. Permit Requests are accepted for dates ranging from September 1 of the current year through June 30 of the next year. The theater may be “dark” during the month of July.
- The theater **will not be reserved** until a Permit Request, insurance certificate with endorsement page and application fees are received by the Facilities and Planning Office.
- An applicant can reschedule **more than 90 days prior** to the reserved date with a \$100.00 postponement fee.
- Rescheduling **less than 90 days** from the reserved date is considered a *cancellation* and a charge of 25% of the total facility fee will be retained by FCUSD.
- The Theater Production Specialist or Theater Technician must be on site during all uses.
- All outside organizations **must** meet with the Theater Production Specialist at least two weeks prior to their event.
- Food and/or beverages, including bottled water, are not permitted inside the theater at any time.
- If you need internet connectivity for your event, the best practice is to bring a personal cellular hotspot as we cannot guarantee that the guest network will be able to support your technologies. In circumstances where saturation of the wireless network are a concern, FCUSD can provide one (1) Ethernet wired port that will provide internet connectivity to the renter's device. Please note that this is behind FCUSD's firewall and content filter, so websites and applications may be blocked. Coordination of testing ahead of time is imperative.
- Groups must provide a minimum of six ushers for each performance. Ushers are to be instructed to strictly enforce the **“no food or beverages inside the theater”** policy. A list of names must be provided to the Theater Production Specialist at the pre-production meeting.
- Permittee may be allowed to sell non-food items outside the lobby. Advance notice of intent to sell must be made and approved by the Theater Production Specialist.
- All stage props must be completely fireproof.
- A **\$100.00 minimum cleaning charge** will be assessed.
- There will be no outside vendors at performances without authorization from the Theater Production Specialist.
- No outside organizations will be allowed to perform during school hours without the permission of the Theater Production Specialist.
- Rental may not begin before 4:30 PM Monday through Thursday and 3:00 PM on Friday.
- No helium balloons may be used.
- **Failure to comply with any of these guidelines may result in the loss of future booking privileges.**