

## Hampshire College Theatre

# Space Contract

Before using the Hampshire College Theatre spaces this contract must be completed and signed by you (the space use contact) and the Theatre Board Space Monitor (<[hctspacemonitor@gmail.com](mailto:hctspacemonitor@gmail.com)>), after which it is subject to approval by the staff technical director (Amy Putnam <[apia@hampshire.edu](mailto:apia@hampshire.edu)>, <[aputnam@hampshire.edu](mailto:aputnam@hampshire.edu)>), and finally by the Hampshire college theatre board. Please complete all sections applicable to your use of the spaces. Anyone using the spaces must also have read the Theatre Handbook (available on the Hampshire website).

If you have any questions, please contact the Space Monitor.

**THIS CONTRACT IS DUE TO THE SPACE MONITOR BEFORE THE THEATRE BOARD MEETING ONE WEEK PRIOR TO YOUR EVENT** (Theatre Board meetings are every Tuesday at 3:30 in the EDH classroom)

## Section 1: Basic Information

\_\_\_\_\_ Your Name (Contact Name)

(\_\_\_\_) \_\_\_\_ - \_\_\_\_ Phone Number

\_\_\_\_\_ Title of Event

\_\_\_\_\_ Group (If Applicable)

\_\_\_\_\_ Email Address

\_\_\_\_\_ Name of Faculty Advisor

Will this event involve public performances in the theatre space? \_\_ Yes \_\_ No

Short description of event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dates and times of space use (Dates of space use must be confirmed with the Space Monitor before contract is submitted.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Space(s) Requested (Check all that apply):

Mainstage Theatre  Scene Shop  Dressing Room(s)  Studio Theatre  
 Costume Shop  Green Room  Lobby (which spaces?)  Other (if so where?)

# Section 2: Other Requests

Confirmed use of theatre space(s) DOES NOT imply access to any equipment, props, tools, costumes, or technical assistance, nor access to funding from Theatre Board. For information regarding access to any of the above, please contact the appropriate member of theatre board or theatre staff. The current members of theatre board are listed on the bulletin board outside of the main entrance of EDH.

- Props and Costumes:  
Theatre Board Properties Monitor <hctpropsmonitor@gmail.com>
- Equipment/technical assistance (Lighting, Sound, Video, etc) and Tools: Amy Putnam, Staff Technical Director  
<apia@hampshire.edu>
- Funding from Theatre Board:  
Theatre Board Budget Coordinator <hctbudget@gmail.com>

Please list any funding or other equipment you intend to request from the theatre, and how you will go about requesting those items:

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\*If further items are requested after this form is submitted, please email the space monitor so they are made aware of any changes

# Section 3: Space Policies and Rules

## EDH THEATER SPACE USE POLICY

Slotted Shows will always have ultimate priority on either the MainStage or the Studio space during their production time, depending on which they are slotted for. Slotted shows may apply to use the other space, but are subject to the standard space contract process for that space. During the slotted season the alternate space may be reserved by other shows. However during tech week (and only during tech week), The slotted show can evict reserved users, if they need the space.

Classes that use the theatre space have first priority on the alternate theatre space during their class time.

### AT OTHER TIMES:

Any member of the community can reserve the theatre space from the Theatre Board space monitor with at least one week's notice. The contract is due to the space monitor before the theatre board meeting one week prior to the event (Theatre Board meetings are every Tuesday at 3:30 in the EDH classroom)

Their name will then appear on the sign-up schedule posted on the theatre door for the time that they requested.

If you happen to notice that the theatre space is empty and no-one has signed up for that time, you may add your name and use the space FOR A TWO HOUR OR FEWER TIME PERIOD, knowing that a reserved user may evict you at any time.

You may only use the space in this way for up to two hours, three days a week. If you need the space for longer than two hours or more than three days in one week you should contact the Theatre Board Space monitor a week in advance.

The theatre spaces will be locked each evening. If you want to be in the space after hours, you must reserve through the Theatre Board Space monitor a week in advance.

There are 2 keys for the theatre space available for the use of Theatre Div III students. These keys may be picked up from Amy Putnam's office between 1pm and 4:30pm and must be returned by noon the following day. If there is any abuse of this policy, it will be immediately cancelled.

A list of the Theatre Div III students will be given to public safety, so that they will not be evicted from the space after hours.

Slotted Show Technical Directors should turn in a space request calendar to the Theatre Board space monitor by the second production meeting.

Both Theatre spaces will be dark (unused) 1/2 hour before all show calls. The alternate space may not be used during a show call.

Use of the scene shop must be reserved through Amy Putnam (Staff Technical Director)

Use of the EDH Lobby for performances must be made through Amy Putnam, but should be cleared through the space monitor as well.

## **RULES OF THE SPACE**

You may NOT use the lobby furniture.

You must leave the space as clean if not cleaner than when you found it – this means returning chairs to the storage racks.

You must remove all of your garbage. There is no one here to clean up after you. Please respect the others using the space.

The lights are located to the right of the main entrance in the Main Stage. The lights are located to the right and left of the main entrance in the Studio.

Unless you have reserved the space through the space monitor, and signed a Space Use Contract you may NOT:

- use any of the rolling platforms
- use any of the lighting equipment
- use any of the sound equipment
- move the grid
- hang any curtains

You may use the cubes provided in the rehearsal space, but you must return them to their storage locations when you are finished.

Please do not stand on the chairs – It causes them to break.

You must vacate the space immediately if someone who has reserved the space asks to use it.

The current slotted show may ask you to leave the space if they need to use it.

You may not use the space for 1/2 hr before or after a class.

You may not use the scene shop or anything that is in the scene shop.

Please remember to turn out the lights when you leave. Except the one marked “ghost light”. In the scene shop, please leave the light outside the TDs office on.

You may not use the dressing rooms, or anything stored in them, unless you have reserved them with the Space Monitor.

Everyone MUST wear SOLED SHOES in the space at all times.

## Section 4: Signatures

I, the undersigned, have read the Theatre Handbook with regards to Space Use as well as the information on this contract and understand the rules and regulations. I agree to adhere to these rules and to inform Theatre Board of any complications or abnormalities.

- A. I understand that I must make the space available for others each day in order to ensure space for Theatre faculty and classes.
- B. I understand that I cannot use equipment in the shop or lighting and sound equipment unless I speak with the Staff Technical Director.
- C. The space and other Theatre facilities will be locked after each time I use them and I will call the space-monitor at least 24-hours ahead of time to make sure the spaces I use are open when I need them to be.
- D. I will leave the space and equipment in the same condition or better condition than before I used them and I will strike and clean the space on the last day I have access to it.
- E. I agree to follow fire code laws and regulations that are within the *Hampshire College Theatre Handbook* and I will not break the capacity regulations.
- F. I understand that if I fail to follow these regulations my committee or advisor will be contacted and my space use can be taken away.

\_\_\_\_\_/\_\_\_/\_\_\_ Contact Signer

I, the undersigned, have reviewed the contact's proposal and have found it suitable for EDH space use. I recommend that the application be approved.

\_\_\_\_\_/\_\_\_/\_\_\_ Staff Technical Director

I, the undersigned, have spoken to the contact about this event, and reviewed with the contact the rules and regulations for EDH space use. I agree, on behalf of Theatre Board, to grant the contact the use of the spaces indicated above, as explained in the Hampshire College Theatre Handbook.

\_\_\_\_\_/\_\_\_/\_\_\_ Theatre Board Space

Monitor Signature Date

# Space Use Contract Approval

The Hampshire College Theatre Board has approved the use of the following theatre space(s) for this event, at the time requested above.

<b>Space</b>	<b>Requested</b>	<b>Approved</b>
<b>Mainstage</b>		
<b>Studio</b>		
<b>Scene Shop</b>		
<b>Costume Shop</b>		
<b>Dressing Room(s)</b>		
<b>Green Room</b>		
<b>EDH Lobby</b>		
<b>Other Spaces</b>		