

Hampshire College Theatre
Space Contract

This contract must be completed and signed by you (the space use contact), the staff technical director (Amy Putnam <apia@hampshire.edu>), and the Theatre Board Space Monitor (Harry Grillo <hctspacemonitor@gmail.com>), in that order, before using the Hampshire College Theatre spaces. Please complete all sections applicable to your use of the spaces. Anyone using the spaces must also have read the Theatre Handbook (available in the box office in EDH).

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

Section 1

Basic Information

Your Name (Contact Name)

Group (If Applicable)

(____) ____ - ____
Phone Number

Email Address

Title of Event

Name of Faculty Advisor

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

Short description of event:

Dates of space use¹:

(Section 1, Continued)

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

¹ Dates of space use must be confirmed with the Space Monitor before contract is submitted.

☐ Mainstage Theatre ☐ Scene Shop ☐ Dressing Room(s)
☐ Studio Theatre ☐ Costume Shop ☐ Green Room

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.

- Props and Costumes:
 Phi Anh, 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:
 David Chang, Theatre Board Budget Coordinator
 <hctbudget@gmail.com>

Section 3

Space Policies and Rules

EDH THEATER SPACE USE POLICY

Slotted Shows will always have first priority on the theatre space during their production time. If the slotted show is not using the alternate space, it may be reserved by other shows. The slotted show can evict reserved users at any time, 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.

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, knowing that a slotted show or reserved user may evict you at any time.

You may only use the space in this way for up to two hours. If you need the space for longer than two hours 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)

(Section 3, continued)

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 ½ 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 Signature

____/____/____
Date

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 Signature

____/____/____
Date

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.

Requested	Approved	
_____	_____	Mainstage Theatre
_____	_____	Studio Theatre
_____	_____	Scene Shop
_____	_____	Costume Shop
_____	_____	Dressing Room(s)
_____	_____	Green Room