Facility Policies

- Licensee shall not alter, repair, add to, deface, improve or in any way change the licensed premises in any manner whatsoever, without the prior written consent of the Center. The licensed premises shall be maintained and vacated, as and when required, in as good condition as it is upon entry of licensee therein, depreciation for reasonable wear and tear expected.

- Center management reserves the right to eject, or cause to be ejected, from the premises any objectionable person or persons. Center management will not be liable to Licensee for any damages that might be incurred through the execution of this right.

- Final determination for security needs will be made by the University Police Department. If an artist contract requires security, the licensee notify contact the Center Director for approval before securing outside security agencies.

- Except for service animals for persons with disabilities and animals required as part of a performance, animals are not allowed in the Performing Arts Center. Center management must be notified in advance if the production requires the use of animals so that necessary arrangements and precautions may be taken.

- The House will open no less than ½ hour prior to the stated curtain time following consultation between House Management and Production Services at each performance.

- All food services must be arranged via a separate contract through SDSU Catering. Licensees may not provide or procure their own food service.

- The Performing Arts Center is a non-union house. There are two paid directors; show hands and other support staff consist of student labor.

- Displays and decorations within the common areas of the Center may only be erected in designated areas. These designated areas will consist of 6’ tables located in selected areas of the Center. Center staff must approve all items for display.

- Any Strobe, atmospheric or gunshot effects must be clearly posted via lobby signs.
  o Above-mentioned effects must be approved by the operations manager no later than two weeks prior to use.
  o Special permits are not required for the operation of special effects; only PAC technicians pre-approved by operations manager may operate any special effects.
  o Administration reserves the right to reject requests for any reason without warning.

- Glitter or confetti is not allowed on stage or in the house; any cleaning due to these items will be billed to the rental party.

- Performers, especially dancers must wear non marking, non-marring shoes. Cleaning/repair fees will be billed to the rental party.
Facility Policies continued

- Food, beverages, and gum are strictly prohibited in the Larson Memorial Concert Hall.
- Any use of expendable items (gels, tape, batteries), rented, or specially purchased equipment may be charged back to rental party.
- Lagging or screwing into the deck/stage is not permitted.
- Pianos are to be moved only by PAC staff. Lids are to never be removed.
- Only professional grade painter’s tape (blue), gaff/spike tape, and electrical tape are allowed (Available at PAC). No Duct Tape or Scotch Tape.
- All emergency exit doors, paths, and upstage crossovers must remain accessible and free from obstructions at all times.
- Music, videos, and pictures used for performances should be given to operations manager no later than 24 hours before performance in the format of CDs, DVDs or flash drives. MP3, WAV, AVI, MOV, MP4, AAC, PPT, JPEG, PDF are all accepted file formats. iPod or similar devices are not allowed.

Facility Safety

As in any situation, common sense and prudence go a long way in theatre safety. The following is intended to be a guideline for a safe working and performance environment.

- Telephones are located in the reception hall, sound booths, offices, and box office. Dial “9" to get an outside line. For emergencies, dial 111
- First Aid kits are located in the main office and sound booth. We strongly encourage you to provide ice or ice packs for dances for non-emergency use.
- No bare feet or open-toed shoes will be permitted onstage or in the technical support areas unless it is part of the performance.
- An adult must accompany performers under 14 years of age when they are not onstage.
- Only persons approved by the Operation’s Manager may operate personnel lifts, audio equipment, lighting equipment, or perform work on the catwalk.
- Only performers and stage crew are allowed onstage, backstage or in any support areas.
- No running or otherwise obnoxious behavior will be allowed anywhere within the facility.
- No iPods or MP3 players with headphones or music from a stereo are allowed during calls which involve setup/teardowns, or tech hangs/focuses.
General Booking Information
Resident Users, as described below, shall have first preference regarding booking dates for their proposed seasons. The Resident User season, for calendaring purposes, is defined as beginning June 1st and concluding May 31st. Resident Users will meet annually with the Facility Manager of the PAC during the last week of May to discuss holds for the following year's season with "final holds" to the confirmed by May 31st.

Commercial User
A Commercial User is a for-profit company whose primary business is to produce and/or promote touring stage productions, concerts or similar events; also applies to an individual or organization who presents an event and does not meet the requirements of a not-for-profit or resident user.

Not-For-Profit User
A Not-For-Profit User must also be identified as a Qualified Promoter and posses a current 501(c) federal classification. Local Brookings County Not-For-Profit Users may be afforded special rental fee rates. The Not-For-Profit User special rental fee rates are not applicable if the Not-For-Profit User partners or co-promotes with a Commercial Promoter. Said co-promoted rentals shall be negotiated on a case by case basis.

Resident User
Resident Users are divided into two categories and will be afforded special rental fee rates.
SDSU/MOU Category: A SDSU/MOU user is a recognized South Dakota State University sponsor or organization, or a MOU group.
Student Organization Category: A Student Organization User is a recognized South Dakota State University Student Organization.

Tentative Date Holds
Only a Qualified Promoter may “hold” dates for potential events. The “hold” must be documented on a Booking/Scheduling Information Report and must include current address and telephone numbers. “Holds” are for a maximum of 30 days. “Holds” may be renewed; however, it is the responsibility of all promoters to notify the Performing Arts Center of any desire to renew or extend an existing “hold.” All “hold” dates may be “challenged.”

Date Challenge
If a tentative date is “held” by one Qualified Promoter, a second Qualified Promoter may challenge the date by providing the minimum rental deposit. The promoter with the tentative “hold” has 48 hours to provide the minimum rental deposit and confirm the date. The promoter with the tentative “hold” will be notified by phone that the date is being challenged. It is the responsibility of all promoters to keep the Performing Arts Center advised of any changes in their telephone numbers or contact information.
Confirmed Dates
When the Performing Arts Center receives a non-refundable rental deposit from a Qualified Promoter and issues a fully executed contract, the date is confirmed. Similar events with different promoters have a 21-day grace period regarding release of tickets for general public sale. Priority will be determined by date of fully executed contracts.

Rental Deposits
A rental deposit is equal to one day’s basic rent and must accompany return of signed contract.

Contracts
All Performing Arts Center Rental Agreements will be issued for specific day, date, and times. All said agreements will include an expiration date and must be returned promptly with the deposit (if applicable) to avoid cancellation of contract offer and forfeiture of “hold.” The standard expiration date shall be ten (10) business days from issuance of agreement.

Catering
All food services at the PAC must be contracted or approved through SDSU Catering – No exceptions.
Please visit www.sdsucatering.catertrax.com to access the online ordering system. For individualized service, please call SDSU Catering at 605-697-2571 or sdsu.catering@sdstate.edu.