

## **Cultural Affairs Office: CPA Lobby-Mezzanine (Terms of Use)**

Thank you for choosing our venue. In order to use the Center for Performing Arts Lobby-Mezzanine, you must agree to the following:

### **A. Ingress & Egress**

Reserve the time needed for ingress, stage preparation/carpentry, technical check, rehearsals and egress, aside from the actual show or program.

### **B. Time**

Start and end the activity on time to avoid delays and conflict in activities that follow, as well as to avoid waste and expense in utilities, aircon and manpower hours. CAO has the right to disapprove future requests of requestor who fails to inform us of activity cancellations.

### **C. CPA Technicians/Agency-personnel**

We shall employ one (1) assigned CAO technician for every activity in the CPA lobby-mezzanine provided that there is no simultaneous activity inside the theater. There are no in-house emcee, stage manager or ushers. Regular work hours are from Mon -Fri 7:30 am to 4:30 pm. Over time charges will apply for venue requests before and after regular hours, and on weekends. Saturday is a regular work day for Agency-personnel, hence Sunday is a rest day.

Requests for tables and chairs, plant decor, electrical concerns, movers and physical set-up, and fabrication or refurbishing of set or backdrops, must be made to FEPMO prior to the activity and not to CAO.

Venue users should have a provision for staff and agency-personnel meals and shuttle service for activities exceeding 7:00 pm on Mon-Fri and on Saturdays, as it applies.

### **D. Optimum Capacity**

Our venue can accommodate of maximum 150 audience with centralized air conditioning system and employs (1) one assigned CAO staff. Bigger audiences of above 150 should use the DDA or an alternate venue. A minimum of 300 seats is required to use the SPLT for optimum use.

### **E. Materials**

Provide items needed for your production such as your own costumes, sets and props, including consumable materials such as batteries for wireless mics, tapes for securing wires and cords, hanging implements, stage decor and markers, and related materials. Requirements for tables and chairs, plants, risers or platforms and other materials for physical set-up must be requested before the event from FEPMO.

### **F. Clean-up**

Coordinate the clearing of the venue after activity with maintenance personnel thru FEPMO. Abandoned and unclaimed costumes, sets and props, related materials shall be disposed of after a week.

### **G. Equipment**

Use the lights and sound systems, other equipment of the CPA only with the presence of an assigned technician.

### **H. Security**

For safety, students will not be allowed to use the CPA Lobby-Mezzanine without a presence of an adult leader or teacher. There is only one roving security in our venue. For security assistance in your event, please request from SSO.

### **I. Fundraising Events**

Fundraising Events and ticketed shows must have prior approval of ADCOMM.

### **J. CPA Lobby-Mezzanine Etiquette**

Food and beverages are allowed in the CPA Lobby during an activity (not including the carpeted area before the entrance to the Theater) but proper waste disposal should be observed. Proper decorum is expected in all activities.

### **K. Lost Items**

Please take care of your belongings at all times. CAO staff will not be liable for lost items or items left after event .