

Cultural Affairs Office: Sylvia P. Lina Theater (Terms of Use)

Thank you for choosing our venue. In order to use the Sylvia P. Lina Theater, 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. Theater Technician/Agency-personnel

Theater employs (9) nine staff and agency-personnel composed of CAO sound technician, CAO lighting technician, CAO audio-visual technician, EMO aircon technician, EMO Genset technician, EMO electrician, FEPMO batten and right & left follow spot operators. 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 is a 900-seater fully-equipped theater with centralized air conditioning system and employs (9) nine theater staff. Hence, a minimum of 300 seats is required for optimum use. Smaller audiences of 300 and below should use the DDA or an alternate venue.

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 stage 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 theater only with the presence of technicians.

H. Security

For safety, students will not be allowed to use the theater 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. Theater Etiquette

Food and beverages are strictly prohibited inside the theater. Proper decorum is expected in all theater activities.

K. Lost Items

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