

# **KSU Dance Theater Terms of Use**

1. Kennesaw State University is a tobacco-free campus. All tobacco use on KSU grounds or facilities is prohibited.
2. All Kennesaw State University campus rules apply to the event and Host must ensure all guests respect and follow KSU policies and procedures.
3. Host is responsible for any damages to the building, furnishings, or equipment.
4. No sales beyond those of tickets will be allowed inside the theater.
5. Only Dance Theater staff can operate theater equipment, including the personnel lift, or be allowed in the catwalk.
6. No food or drink (except bottled water) is allowed on stage or in the house.
7. House will open minimum of 30 minutes before performance starts.
8. Loading/unloading of gear and equipment is only allowed through the loading dock in the backstage area.
9. Host is not allowed in the theater or dressing rooms before scheduled access time.
10. Host will clear stage, dressing rooms, and green room of all gear and “bulk trash” (larger than can be swept up with a broom.)
11. No helium balloons in the facility.
12. During load-in, load-out, or other work calls, anyone under the age of 14 is not allowed on stage.
13. No animals, except working service animals, will be allowed in the facility at any time.
14. Drilling or screwing into the stage in any way is prohibited.
15. Marley floor etiquette – No rosin, talcum powder, glycerin, lotions, or other similar substances may be used. Shoes that could potentially damage the dance floor surface, such as hard-soled shoes, painted shoes, stiletto heels, or jazz tennis shoes, may not be worn. Tap shoes may be worn as long as the screws are tightened. Host will be responsible for all repair costs to the floor.
16. KSU Dance will not be liable for any equipment, costumes, scenery, or other objects Host stores in the theater during the event.

## Crew Labor Policies

1. Detailed labor requirements will be determined on an individual basis by the Production Coordinator or Technical Director based on technical and schedule information provided by Host.

*In general, the following guidelines are used when determining the crew requirements for an event:*

- *A Theater Manager is required at all times during access to the theater.*
  - *A Backstage Technician is required whenever the stage or backstage areas are in use.*
  - *A Lighting Technician is required to operate the theater lighting system.*
  - *An Audio Technician is required to operate the theater sound system.*
2. All work performed on University-recognized holidays shall be paid at one and a half times the applicable hourly rate.
  3. All work in excess of ten hours in any one day shall be paid at one and a half times the applicable hourly rate
  4. For shifts over six hours, there must be a one-hour unpaid meal break no later than five hours after the beginning of the call. There shall also be a fifteen-minute break halfway between the beginning of the call and the meal break.
  5. All calls will pay a five-hour minimum. All time after the minimum call shall be figured in half hour increments.
  6. An estimate of the labor costs for the event will be included in the initial quote. This amount is subject to change to reflect actual hours worked.