

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. The Dance Theater is available for rental from 12 noon to 11 pm.
4. Host is responsible for any damages to the building, furnishings, or equipment.
5. No sales beyond those of Tickets will be allowed in the theater.
6. Only Dance Theater staff can operate Theater equipment, including the personnel lift, or be allowed in the catwalk.
7. No food or drink (except bottled water) is allowed on stage or in the house.
8. House will open minimum of 30 minutes before performance starts.
9. Loading/unloading of gear and equipment is only allowed through the loading dock in the backstage area.
10. Host is not allowed in the theater or dressing rooms before scheduled access time.
11. Host will clear stage, dressing rooms, and green room of all gear and "bulk trash" (larger than can be swept up with a broom.)
12. No helium balloons in the facility.
13. During load-in, load-out, or other work calls, anyone under the age of 14 is not allowed on stage. 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.

Labor Policies

1. Detailed labor requirements will be determined on an individual basis by the Theater Manager based on technical information or technical rider provided by Host. Our professional staff and stage crew will assist in the planning and execution of your event. For most events, a minimum

technical crew consisting of one Lighting Technician, one Audio Technician, one Backstage Manager, and the Theater Manager will be required for all performances.

*Note: Labor requirements are determined based on the needs of the event. In general, the following guidelines are used when determining crew needed for an event.

- A Theater Manager is required at all times during access to the theater.
 - A Backstage Manager is required whenever the stage and/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 events, regardless of whether they are internal or external, must pay the labor fees for the Theater Manager on duty and any other crew needed to run the event.
 3. All work performed on University-recognized holidays shall be paid at one and a half times the applicable hourly rate.
 4. All work in excess of ten hours in any one day and between the hours of midnight and 8 am shall be paid at one and a half times the applicable hourly rate
 5. There shall 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.
 6. All calls shall be a five-hour minimum. All time after the minimum call shall be figured in one half hour increments.