

# Rental Information For Campus Clients 2018-2019



*SCU•Presents fosters opportunities on the Santa Clara University campus to teach students, engage audiences, and promote understanding through the performing arts.*

SCU•Presents provides venues, first and foremost, for University academics and activities. First priority is given to SCU•Presents academic and season schedule, including use by the Department of Theatre & Dance and the Department of Music, as well as activities requested by the President or Provost's office. Second priority is given to other University clients, and finally to community rental clients.

We have two main performing arts venues available to rent, the Louis B. Mayer Theatre and the Music Recital Hall. Schedule permitting, in addition to these larger facilities we also rent out our dance studios, classrooms, practice rooms, theatre lobbies and our configurable black-box Fess Parker Studio Theatre.

## Facilities and Equipment Overview

### Mayer Theatre – 390-575 Seats

Description: Flexible configuration stadium theatre space.

Purpose: Mayer Theatre is available for speaking presentations, theatrical performances, dance performances, music concerts, and rehearsals.

- Stage Dimensions: 40' wide X 20' deep of performing space
- Standard Lighting Plot with lighting/dimming capabilities, full-stage warm or cool wash, some specials, side and cyclorama lighting.
- 8-ft Tables (5 available)  
Note: Client is responsible to provide table linens.
- Chairs (limited availability)
- Lectern/Podium
- Projection Screen and projector with VGA connection, audio from CPU included (Fees Apply)  
Note: setup requires use of half the depth of stage
- Piano (Fees Apply)
- Music Stands (12 available)

### Seating Capacity

Seating and ticket sales are limited to the capacity for the facility: 390-575 for the Mayer Theatre (depending on seating configuration), 247 for the Recital Hall. In order to uphold safety and fire regulations, SCU•Presents staff has the right to refuse entrance to patrons if the seating capacity has been reached.

### Recital Hall – 247 Seats

Description: Concert Hall space.

Purpose: Recital Hall is available for classes, speaking presentations, movie viewing, music recitals, and rehearsals.

- Stage Dimensions: 20' deep, 27' wide at rear, 40' wide at front
- Sound Equipment: 16 Channel Mixer, Stereo PA, Instrument/Vocal Microphones, CD Player for Audio Playback, 2 Stage Monitors for Audio Playback
- Lighting/Dimming Capabilities and a full stage warm or cool wash.
- 6-ft Tables (6 available)  
Note: Client is responsible to provide table linens.
- Lobby Chairs (10 available)
- Music Chairs (20 available)
- Lectern/Podium
- Projection Screen and projector with VGA connection, audio from CPU included.  
Note: setup requires use of one-third of the stage
- 2 Pianos, a Steinway grand and a baby grand (Fees Apply)
- Music Stands (20 available)

## Scheduling Reservations

Reservation requests should be directed to SCU•Presents Business Manager, Tina Sciolla ([tsciolla@scu.edu](mailto:tsciolla@scu.edu) or 408-554-4565), by submitting a *Request For Booking* (RFB) form. Once an available date and time have been established and the RFB approved, an electronic confirmation package including an Internal Expense Transfer Agreement and *Event Information* form will be sent to the email provided and must be completed and returned within 30 days after the reservation was placed.

On February 15<sup>th</sup> of each year, all University clients may begin reserving available venues for July of the current year through June of the following year.

The Basic University package includes:

### **Mayer Theatre Events**

**25% discount from published Non-Profit Rates**  
**Additional 2 free event hours if SCU•Presents co-sponsors**

### **Recital Hall Events**

**25% discount from published Non-Profit Rates**  
**Additional 2 free event hours if SCU•Presents co-sponsors**

University-recognized Student Groups receive 50% off from published non-profit rates.

Discounts are also available for non-academic SCU sponsored events.

The following must be true in order for an event to qualify as a campus event:

1. The event or activity must serve the SCU campus community and/or be primarily presented by and for Santa Clara University faculty, staff, and/or students.
2. An SCU department or organization must sponsor the event.
3. An employee from the SCU department or organization must be designated to handle on-campus logistics with the SCU•Presents technical staff.
4. Payment transfers must be completed through the University's Financial Transaction Adjustment Request (FTAR).
5. The SCU employee(s) must be present for the duration of the event.

Events that do not directly serve the interests of Santa Clara University, and are not primarily presented by Santa Clara University are considered Community Clients. Non-profit groups, performing arts schools and studios qualify as Community Clients. SCU•Presents reserves the right to define appropriate use and deny a reservation.

### **Non-Reservation Periods**

SCU•Presents will designate days and time periods when no reservations can be made. In particular,

1. No reservations are permitted on University celebration dates such as Commencement Weekend (Friday, Saturday, and Sunday), Law School Commencement Day, and Welcome Weekend.
2. No reservations are permitted during observed university holidays and closed periods.
3. Additional dates when no reservations are permitted are determined by the SCU•Presents, and may include such items as building repair and maintenance.

SCU•Presents provides comparable rates, and provides discounts to Undergraduate Academic Programs and campus clients. Rental fees are based on the number of hours and staff necessary to successfully execute the event.

### **Staff**

A SCU•Presents staff member must be present at all times because of the technical complexity of the Mayer Theatre and the Recital Hall. SCU•Presents only has one staff technician and one staff house manager available to oversee a free University event. Due to the size and complexity of many events and conferences, additional technicians may be required to successfully and safely run events and will be determined based off of client consultations along with the information provided on the *Request For Booking* and *Event Information* forms. Additional costs will be charged to the sponsoring department.

## Contracted Rental Hours

- Reservation requests should be directed to **Tina Sciolla, Business Manager, (408-554-4565 or tsciolla@scu.edu)**.
- Requests should be made by submitting a *Request for Booking (RFB)* form, in person, via e-mail, fax or mail. Please note, that the renter, their performers and guests will not be permitted into the venue except during the contracted times. All event set up time, including lobby set up, should be included in the contracted hours. A separate RFB must be submitted for each event you would like to reserve in our venues.
- Renters should designate one member of their group as a contact for both pre-event preparations and the event itself. The name, phone number, and email address for this contact should be included as requested on the *Request for Booking (RFB)* and *Event Information* forms.
- Once an available date and time have been established, and the *Request for Booking* form is approved, an Internal Expense Transfer Agreement along with an *Event Information* form will be sent via campus mail to the responsible party.
- In order to confirm a reservation an authorized university fund distribution string must be provided on the Internal Expense Transfer Agreement and returned by the designated due date. The *Event Information* form provides us with important information in planning your event, and is due at least 30 days prior to your event date. All agreements not returned by the designated due date will result in a loss of the reservation.

## Processing of Fees

A total rental fee, based on the scope of the reservation, is included in the rental contract. Alterations to the scope of the reservation may change the total rental fee. Any changes to the rental contract on or before the event must be approved in writing by a SCU•Presents staff member and rental client through the use of a *Contract Addendum Form*.

Written acceptance of any assistance or services required in addition to the stated services, dates, and times as outlined on the agreement, must be approved in writing by signing a revised agreement before the event takes place or by signing the *Contract Addendum Form* provided by the SCU•Presents staff at the time service is given. Additional fees may apply and will be added to the total rental fee listed on the agreement and charged to the university account number provided by the organization of record.

Expense Transfer Agreements will be processed through the University's Financial Transaction Adjustment Request (FTAR) system 30 days after the event has taken place.

## Cancellations

Event cancellations must be communicated to SCU•Presents Business Manager in writing (SCU•Presents, 500 El Camino Real, Santa Clara, CA 95053) or via email (tsciolla@scu.edu). If a cancellation occurs less than 60 days prior to the reservation date, SCU•Presents reserves the right to charge a minimum fee of \$75, or the maximum Standard Rental Rate for the entire reservation or hold period. SCU•Presents will charge the university account number provided on the Expense Transfer Agreement.

SCU•Presents will only hold a reservation for a period of 7 days; holds longer than 7 days are by request and need to be approved by SCU•Presents staff. Release of holds not communicated in writing by the agreed upon due date are also subject to a minimum fee of \$75, or the maximum Standard Rental Rate for the entire hold period and charged to the university account number provided by the organization of record.

## Date Changes

The previous reservation needs to be cancelled in writing and a new reservation should be placed. Clients needing to change their reservation date are allowed a one-time transfer to a new reservation date, scheduled within 6 months of the original reservation date. If the date is changed a second time, a \$45 administrative fee will apply to booking the new reservation. If a new reservation date is not available within six months of the original reservation, the date change becomes a cancellation and all cancellation policies apply.

## Equipment

As outlined, standard equipment and technical support will be provided for each venue. Equipment not owned by SCU•Presents may be ordered directly from Media Services/Facilities, or SCU•Presents will obtain the necessary equipment and will charge the provided university account number accordingly. SCU•Presents is not responsible for placing such orders.

SCU•Presents also has additional specialized equipment and services for rent. Please refer to the rental rates sheet for more information or contact the Business Manager for more information. Equipment is subject to availability. SCU•Presents reserves the right to refuse the use of additional equipment. If additional charges were not included in the original Expense Transfer Agreement, the client will need to sign a revised Expense Transfer Agreement or *Contract Addendum*, in order to approve additional charges.

## **General Policies and Information**

### **Food and Beverage**

Food and beverages are not allowed inside the Mayer Theatre or the Recital Hall at any time. Any food or beverages served in the lobby before, during intermission, or after an event can be provided by one of the following on-campus food services or provided by SCU•Presents concessions:

Adobe Lodge Catering  
<http://www.scu.edu/adobelodge/>

Mission Catering at Santa Clara University  
<http://catering.cafefonappetit.com/SantaClara/>

If a client would like to have catering provided they must go through the SCU•Presents Business Manager.

All setup needs to occur during your contracted rental time. It is the responsibility of the client to place catering orders for their event. Violation of this policy may result in a \$500.00 fine. The client should include any information regarding set up times on the *Event Information* form.

### **Alcohol**

The service of alcoholic beverages is governed by the state of California's Alcohol Beverage Control Commission (ABC). Alcoholic beverages can only be provided and served by licensed, SCU vendors, Mission Catering and the Adobe Lodge. Alcoholic beverages may not be removed from designated locations nor carried throughout the building.

### **Concession Sales**

SCU•Presents may accept requests to provide concessions for an event (service fees apply). SCU•Presents may, at its discretion, choose to provide concessions at any event taking place at a SCU•Presents venue.

1. Requests for concessions to be sold at an event should be made to SCU•Presents at least 10 days prior to the reservation date.
2. SCU•Presents is under no obligation to provide concessions for an event.
3. All concession food and beverages must be purchased by SCU•Presents and sold by trained SCU•Presents front-of-house staff.
4. Clients may be charged for the service of providing concessions, and all proceeds from concession sales will go directly to SCU•Presents.

### **Box-Office and Ticketing**

SCU•Presents may, at its discretion, accept requests (service fees apply) for Box-Office and ticketing services. Please contact the Business Manager to discuss options.

### **Cleaning**

Cleaning fees are at the discretion of the Business Manager and may be applied to your rental fee at \$35 per hour. If your event is contracted for an 8-hour day, you must pay a flat rate of \$140 for cleaning. (Fees can be waived at the discretion of the Business Manager).

## Damage

The organization of record (department account number, or the group or individual named on the contract) will be financially held responsible for damage to the building, contents, and/or equipment. Non-University clients should reference their contract for liability information and insurance requirements.

## DVD Use

The University observes appropriate Federal Copyright law and all licensing agreements. University and Non-University clients are responsible for renting videocassettes/DVDs through appropriate licensed film distributors

## Non-Smoking Campus

Santa Clara University has adopted a smoke-free and tobacco-free policy on the University campuses beginning July 1, 2015 for students, staff and guests. Please reference the policy, available on the University website, <http://www.scu.edu/hr/smoke-free-policy.cfm>.

## Guests

University and Non-University clients are responsible for their guests and the actions of their guests. Please reference the Santa Clara University policy for guests, <http://www.scu.edu/benson/bmcpolicies.cfm>.

## Security

At the discretion of SCU•Presents, Campus Safety or other bonded security agencies may be required for an event. The charge for this service will be borne by the reserving organization.

## Important Contact Information

### Business Manager

First point of contact for booking and related questions.

**Tina Sciolla**  
**tsciolla@scu.edu**  
**phone: (408) 554-4565**  
**fax: (408) 554-2171**

### Mailing Address

**SCU•Presents**  
**Santa Clara University**  
**500 El Camino Real**  
**Santa Clara, Ca 95053-0341**

### Production Manager

For technical/setup questions once booking has been made.

**Carolyn Guggemos**  
**cguggemos@scu.edu**  
**phone: (408) 551-1853**  
**fax: (408) 554-2171**

Our office is located on the Santa Clara University Campus on the second floor of the Music and Dance Facility, office number 222.

The Music and Dance Facility is located on the corner of La Fayette and Franklin streets. For a detailed map and parking information please refer to the SCU website:

<http://www.scu.edu/map/>.

### Questions?

**We are happy to assist you and are available by phone or e-mail during regular office hours.**  
**Monday through Friday, 9 am to 5 pm, except during University Holidays**