

Section: Bayou Theater-Theater and Cultural Arts

Area: Booking Policies and Procedures

General

All events utilizing The Bayou Theater at University of Houston-Clear Lake (UHCL) must be scheduled with the Managing Director (or his designee). The Bayou Theater will manage the customer service, deposit, billing and collections for all internal and external events that utilize the Theater. The Bayou Theater will work closely with the Office of Scheduling and Space Planning to reserve any additional spaces directly related to a scheduled event. All requests by internal and external individuals and/or organizations to use the Bayou Theater shall be submitted to The Bayou Theater for approval.

Bayou Theater Vision

The UHCL Bayou Theater is Clear Lake's Performing Arts Center serving the diverse communities of the Houston Bay Area as a dynamic arts destination and cultural resource.

Bayou Theater Mission

The UHCL Bayou Theater's mission is to give students and residents of the Houston Bay Area a lifetime of enriching, cultural experiences.

Provisions of the Bayou Theater

The UHCL Bayou Theater is professionally equipped to service lectures, theater, dance and musical performances. In keeping with the Vision and Mission stated above, the Bayou Theater will strive to be a welcoming and inclusive facility for students, faculty, staff, community members and guests.

- All events, regardless of their sponsors, must be of high quality and significance. Any events that are in contradiction to UHCL policies or that may, in the judgement of the university, be inappropriate are subject to cancellation.
- To ensure the most accurate quote, Bayou Theater rental requests should contain detailed information: Name of sponsoring individual(s) or group(s), exact times of use, all equipment to be used, all equipment or props to be brought into the Theater by the sponsoring group, purpose of the activity, estimated attendance, nature of activity and auxiliary activities such as receptions or food service. Proof-of-use fees paid for copyright productions may be required.
- The total capacity of the "house" is 490. This includes 7 ADA wheelchair spaces and 13 companion seats. It is the responsibility of the client to ensure compliance with capacity limits.
- All organizations, both UHCL and external, will be charged a fee based on the available fee schedule. A deposit is required to confirm all dates and must be received no less than forty-five (45) days prior to the first date of an event (see section on deposits). The Bayou Theater reserves the right to cancel any event for non-payment of deposit.

- Food and beverages (including gum) are prohibited in the Theater. The Theater Supervisor, designee, or other approved personnel shall be present at all events to maintain order and enforce these prohibitions.
- For all events, the responsibility for ticket sales, ticket collection, admission and ushering will rest with the rental client.
- Only certified service animals shall be allowed in the theater without prior approval.
- The Bayou Theater reserves the right to require uniformed UHCL Police personnel to be present at any event. The cost of the police presence will be billed to the rental client.
- There is a four hour minimum for all staff, with a fifteen minute break required every two hours and a one hour meal break required every six hours. It is the responsibility of the rental client to schedule breaks. Financial penalties may be assessed if meal breaks are not allowed. Please discuss with the Theater Supervisor prior to your event.

Scheduling Procedures

The Bayou Theater, at its sole discretion, may make reservation decisions based on the quality of the presentation. Any request that does not comply with university guidelines for the proper use of facilities, or that is in violation of university policies or that is deemed by the university to be inappropriate may be denied. The requester may submit a written appeal of a denial to the Associate Vice President of University Advancement.

Use by University Groups (INTERNAL)

- University-related activities must be sponsored or co-sponsored by an appropriate UHCL office or program and must show evidence of a clear relationship to the university's academic curricula, mission or community engagement. All internal rates must be guaranteed by a cost center, even if the final bill will be paid from other funds.
- A representative of the UHCL sponsor must serve as primary contact and be in attendance at the event.
- Procedure
 - To check availability of dates, send an email to BayouTheater@uhcl.edu or call **extension 2065**.
 - Submit the Theater Rental Request form found online at www.uhcl.edu/bayouthheater or request one be sent to you by emailing BayouTheater@uhcl.edu. The requestor must provide:
 - Date(s) of event
 - Type of event
 - UHCL sponsor
 - Estimated total attendance (audience and performers)
 - Time access begins
 - Time the event starts
 - Time the event ends
 - Time access ends
 - The Bayou Theater will respond with a quote for usage, deposit invoice and tech packet.

- The deposit must be paid by IDT, cash, check, credit card, bank or wire transfer, ACH or money order payable to University of Houston-Clear Lake.
 - Space is not guaranteed until a deposit is received.
- **Use by Non-University Affiliated Groups (EXTERNAL)**
 - Procedure
 - To check availability of dates, send an email to BayouTheater@uhcl.edu or call **281-283-2065**.
 - Submit the Theater Rental Request form found online at www.uhcl.edu/bayouthheater or request one be sent to you by emailing BayouTheater@uhcl.edu. The requestor must to provide:
 - Date(s) of event
 - Type of event
 - Responsible organization
 - Estimated total attendance (audience and performers)
 - Time access begins
 - Time the event starts
 - Time event ends
 - Time access ends
 - The Bayou Theater will respond with a quote for usage, deposit invoice and tech packet.
 - Verified non-profit organizations are eligible for reduced rates. Please submit non-profit status with request for quote.
 - The deposit must be paid by cash, check, credit card, bank or wire transfer, ACH or money order payable to University of Houston-Clear Lake.
 - Space is not guaranteed until a deposit is received.

Fees

- **University Groups (INTERNAL)**
 - Reduced rates are available for university-related activities or events. To receive the internal rates, the event must be financially guaranteed by a cost center and must show evidence of a clear relationship to the university's academic curricula, mission or community engagement. The Bayou Theater reserves the right to charge full external rates for any event that does not show clear evidence of the above.
 - All payments (deposit or otherwise) must be by IDT, cash, check, bank or wire transfer, ACH, credit card, or money order made payable to University of Houston-Clear Lake.
 - Depending on the nature of the event, the Bayou Theater and UHCL Police Department may require uniformed UHCL PD officer(s) be present. The cost per officer is \$200 and will be added to your final bill.
 - A \$40 fee will be added for all checks returned due to insufficient funds.
 - A meal penalty of up to \$30.00 per technician may be incurred if you do not allow all staff to take a one-hour meal break every 6 hours of work. You may bring in and/or cater a hot meal for the technicians to avoid a meal penalty. Please discuss appropriate catering options with the Theater Supervisor prior to your event.

▪ **Non-University Affiliated Groups (EXTERNAL)**

- All payments (deposit or otherwise) must be paid by cash, check, credit card, cashier's check or money order payable to University of Houston Clear Lake.
- A cleaning fee of \$250 per day will be added to the final bill. Any damage or extraordinary cleaning needs will incur additional charges.
- The Bayou Theater and UHCL Police Department require that at least one (1) uniformed UHCL PD officer be present at the public portion of all events. If the attendance is over 300, two (2) uniformed UHCL officers are required. At the discretion of UHCL PD and Bayou Theater Management, additional officers may be required. The cost per officer is \$200 and will be added to your final bill.
- A \$40 fee will be added for all checks returned due to insufficient funds.
- A meal penalty of up to \$30.00 per technician may be incurred if you do not allow all staff to take a one-hour meal break every 6 hours of work. You may bring in and/or cater a hot meal for the technicians to avoid a meal penalty. Please discuss appropriate catering options with the Theater Supervisor prior to your event.

****PLEASE NOTE THAT THE USE OF ANY SPACES IN ADDITION TO THE THEATER WILL INCUR ADDITIONAL RENTAL, STAFF AND CLEANING FEES**

▪ **Deposits**

- All groups (both internal and external) must submit a deposit at least forty-five (45) days prior to the first date of an event. The Bayou Theater reserves the right to cancel an event for non-payment of deposit.
- Under no circumstances will the deposit be refunded except as otherwise expressly provided herein. The retention by the Bayou Theater of the deposit shall constitute liquidated damages and shall be the Theater's sole and exclusive remedy against the rental client in such instance.
- Refund for cancellation shall be in accordance with the following:
 - 100% Refund = written notice received at least 60 days prior to 1st date of event
 - 50% Refund = written notice received 60 – 30 days prior to 1st date of event
 - No Refund = written notice received less than 30 days prior to 1st date of event

ARAMARK - Campus Dining and Distribution of Alcoholic Beverages

Contact Number: 281-283-2650

- Onsite caterer, ARAMARK, operates campus dining facilities. All events must use ARAMARK for catering and alcohol services. **No outside caterer is allowed, unless permission is granted by ARAMARK.** Food service for non-university groups shall be provided at the discretion of ARAMARK. All requests for food services from campus dining must be scheduled through ARAMARK at least 10 working days prior to the first date of the event.
- Beer and wine may be offered for sale only by ARAMARK (alcoholic beverage licensee) and only in specific areas. Any proposed distribution of beer and/or wine by student organizations must be approved by the Senior Vice President and Provost. All student organizations are subject to Student Life Policies for Alcoholic Beverage Distribution (page 18, section 3). Any proposed distribution of beer and/or

wine by faculty/staff or community groups must be reviewed and approved by the applicable UHCL administrator. The University Police Department has the exclusive right to assign police officers to events serving alcoholic beverages. Any additional costs will be the responsibility of the Rental Client.

- The university does not permit any BYOL (Bring Your Own Liquor) events. Questions regarding food and/or alcoholic beverage distribution should be directed to either the Director of Campus Dining (281-283-2650) or the Associate Vice President for Student Services (281-283-3000).

Event Signage and Decorations

- Signage may not be attached to wood, wood paneling or drywall using adhesives or mechanical fasteners.
- Size and weight of the exhibits must be considered because of the relatively-soft wall material. Adhesives or other materials which cannot be completely removed from the painted wall surface without use of abrasives or damage are strictly prohibited.
- Exhibits (including handbills and notices) posted on stairwell doors are strictly prohibited.
- Freestanding exhibits and furniture shall not be placed as to impede the orderly flow of traffic throughout the corridors and in no case shall objects be placed to restrict emergency exit paths. Objects so placed are subject to relocation. Corridors on the east and west sides of the Bayou Building atriums and the Arbor and Delta lobbies are emergency exit routes and shall not be restricted.
- No object shall be fastened to the floor, and supports shall be so constructed as to prevent damage to flooring or covering materials both while in place and during removal. Supports and displayed materials must be stable so as to not easily tip over or otherwise render a hazard to passers-by.
- ADA requirements, which give special consideration to physically impaired or disabled persons or children, must be adhered to in the placement of all exhibits.
- No materials shall be suspended from ceilings or light fixtures. Suspended materials will be permitted, as arranged and approved in advance with the Scheduling and Space Planning Office, only when supported from structural parts of the building independent from the ceilings and lights. Suspended materials shall in no case impede the orderly flow of traffic through corridors and shall not be lower than 7'2" at their lowest point.
- **Use of Temporary Outdoor Signage**
 - Approved, temporary signage may be installed no sooner than 24 hours prior to the beginning of the scheduled event and must be removed no later than 4 hours after the end of the scheduled event.
 - Signage remaining after this specified duration may be removed by the scheduling office and stored for up to two weeks, during which time the owner may pick up the signs. After the two-week storage period, unclaimed signage will be discarded. No guarantees will be made regarding the condition of the signs.

Parking on Campus

- Parking on campus is not automatically included for performers or guests.
- Visitor parking is available in visitor lots throughout campus by purchasing an hourly or daily parking pass from automatic kiosks.

- The Bayou Theater can arrange for parking in student or visitor lots with advance notice. The costs for parking will be added to your rental fee. Please contact the Bayou Theater at least 45 days prior to the first date of an event.

Weapons and Campus Carry

- **Campus Carry**

- On June 13, 2015, Governor Greg Abbott signed into law Texas Senate Bill No. 11 (S.B.11), popularly known as the “campus carry” law. S.B.11 amends §411.2031 of the Texas Government Code to allow carrying of handguns by licensed holders on the campuses of certain institutions of higher education, including University of Houston-Clear Lake.
- Depending on the nature of the event, the Bayou Theater may be considered an exclusion zone. If the event warrants, UHCL Police will consider the Bayou Theater an exclusion zone. This determination is made by the UHCL Chief of Police.
- If the Chief of Police determines the Bayou Theater is an exclusion zone, the UHCL Police Department will post signs and notices alerting the audience and performers.

The full campus carry policy is available online or by request. If you have any questions about the policy, please direct them to the UHCL Police Department at 281-283-2222

- **Stage Weapons**

- Stage weapons, including guns, knives, clubs or other props that may be used as weapons, must be declared in writing to the Theater Managing Director and Theater Supervisor 30 days before the event. The name, telephone number and email address of the fight director/fight choreographer along with pictures of these weapons must be submitted.
- The Bayou Theater staff, acting alone or in consultation with UHCL Police Department, has the right to ban any props as weapons if it deems the usage of said props could be a harm to performers or staff or a perceived harm to the audience. Additional insurance may also be required, depending on the nature of the event.
- If at any time the Bayou Theater staff determines that proper care or precaution are not used, props deemed dangerous may be confiscated and turned over to the UHCL Police Department.