

Application Date _____

APPLICATION STEELE HALL
RENTAL

This form must be returned before you can confirm the booking of any room in Steele Hall. If this form is not returned within two weeks of a tentative booking, the tentative booking will be cancelled. If you have problems filling out the form or if you are unsure of your requirements, please feel free to call or email Ben Geibel at 724 938 5586 or geibel@calu.edu.

Name of Event (for display and marquee) _____

	Event Start Time _____	Set-up Time _____
Date(s) Requested _____	Event End Time _____	Tear Down Time _____

THEATRE REQUESTED ☐ Steele Main Stage ☐ Blaney Black Box

What type of event are you scheduling? ☐ Lecture ☐ Debate ☐ Panel Discussion

☐ Theatrical Production ☐ Other _____

Anticipated Attendance _____ # of People on Stage _____ # of people needing dressing room _____ Female _____ Male _____

Do you need tickets printed and sold? ☐ Yes ☐ No

There is a separate charge for Ticket Stock

Set-up Requirements and Equipment Needed:

APPLICANT CONTACT INFORMATION

Name _____ Phone _____ Cell _____

Address _____ City _____ State/Zip _____

E-Mail _____

**FOR STUDENT ORGANIZATIONS A SPONSOR CONTACT AND SIGN OFF IS REQUIRED.
The Sponsor may be required to be on site during the event.**

Sponsor Name _____ Phone _____ E-Mail _____

Sponsor's Signature _____ Date _____

REQUIRED SIGNATURES

Requestor	_____	Date	_____
Facility Manager	_____	Date	_____
Theatre Chair	_____	Date	_____
Dean	_____	Date	_____

YOU WILL BE CONTACTED ONCE THIS FORM IS RECEIVED TO DETERMINE YOUR COMPLETE REQUIREMENTS

STEELE HALL RULES

- 1. No food or drink in the Auditoriums, either the Main Stage or the Black Box.**
- 2. Water only is permitted backstage.**
- 3. All House equipment, i.e., Rigging Sound, Lighting Systems, can be operated by House personnel only.**
- 4. No use of fire or explosive devices without the written permission of the Building Manager.**
- 5. All catered food and drink services must adhere to University policies.**
- 6. No aisles may be blocked.**
- 7. All University buildings are smoke-free.**
- 8. Use of alcohol is prohibited.**
- 9. Damage to hall will be billed at cost of repair or replacement.**
- 10. Nothing may be attached to walls or curtains without the permission of the Building Manager.**
- 11. No use of paint, adhesives, etc. in the auditorium or on stage. See Building Manager for use of Scene Shop.**
- 12. Use of tobacco is prohibited except as used in performance.**
- 13. Access to Fly System, Classrooms, Box Offices, Costume Shop, Scene Shop and Catwalks is prohibited.**
- 14. If performance is to be audio or video taped, proof of copyright must be provided before taping.**
- 15. All University policies must be observed.**
- 16. Performance must start at scheduled time.**
- 17. Sponsoring groups are responsible for the conduct of their performers and audience.**
- 18. Non-University Organizations will be charged according to Pricing Schedule.**
- 19. California University reserves the right to change and/or update this contract at any time.**
- 20. Interpretation of all rules is at the sole discretion of the Building Manager.**

Requestor Signature _____

Date _____

Pricing & Insurance Information for Steele Hall

1. The hourly rental fee for the use of the Main Auditorium is \$125.00 per hour. Extra Public Safety and Custodial services will be billed separately. (8 hour minium billing)
2. The hourly rental fee for the use of the Black Box is \$100.00 per hour. Extra Public Safety and and Custodial services will be billed separately. (8 hour minium billing)
3. Student Crew hours are billed at \$10.00 per hour per person. Number of crew is determined by Building Manager.
4. Extra cleaning fees will be assessed to groups who use glitter, confettie, streamers or helium ballons
5. Preshow ticket sales and ticket printing can be arranged. See Box Office Manager for costs.

INSURANCE

The ORGANIZATION will provide at its own expense, general liability insurance, property damage insurance and automobile liability insurance for itself and all of its participants in the subject conference for each person/ occurence for bodily injury and/or property damages. The ORGANIZATION shall provide the UNIVERSITY, thirty (30) days in advance of any use, a copy of a Certificate of Insurance covering property damage liability and bodily injury in amounts of no less than TWO HUNDRED FIFTY THOUSAND (\$250,000.00) DOLLARS per person and ONE MILLION (\$1,000,000.00) DOLLARS per incident. Policies shall be on an OCCURRENCE BASIS only.

The REQUESTOR will provide worker's compensation insurance sufficient to cover all employees of the ORGANIZATION to the statutory requirements of the Commonwealth of Pennsylvania.

The UNIVERSITY must be named as an additional insured on any such insurance certificate described in subparagraphs above. The Certificate of Insurance shall provide that the insurance carrier will provide advanced notice to the UNIVERSITY of any termination, cancellation, or discontinuance or modification in coverage of the insurance. These certificates shall contain a provision that covered afforded under the policies shall not be cancelled or modified without at least thirty (30) days prior written notice being given to the UNIVERSITY.

Requestor Signature

Date

LIABILITY

The ORGANIZATION agrees that the UNIVERSITY nor any organization affiliate with the UNIVERSITY, nor any of the UNIVERSITY'S officers, agents or employees (collectively the UNIVERSITY), are responsible for the loss or damage to the ORGANIZATION'S personal property by fire, theft, vandalism or other hazard without regard to whether it is alleged or true that the loss is due to the UNIVERSITY'S neglect of any duty or willful or intentional action. Further, the ORGANIZATION or its individual members agrees to indemnify, defend and hold harmless the UNIVERSITY and its officers, agents and employees from all liability, damages, expenses, claims in relation to any personal injuries to any person whatsoever, or any losses or expenses due such personal injury or due to instances of or damage to personal property, arising from or related to the use of the facilities provided in this agreement, or attendant to or related to such use. The ORGANIZATION on its own behalf and on behalf of its individual members hold harmless obligation under this agreement includes an obligation to defend, indemnify and hold harmless the UNIVERSITY from all such liability, judgments, suits of law or equity or any damages which may be proximately caused by the actions and/or omissions of ORGANIZATION in the exception of its rights and duties under the terms and conditions of this agreement, regardless of whether it is alleged or true that the liability is due to neglect of duty by the UNIVERSITY, or even if it is alleged or true that it is due to the intentional or willful or reckless actions of any person including the officers, agents, and employees of the UNIVERSITY.

Requestor Signature _____

Date _____

Steele Hall Pricing

Staff

Work Study Students	\$10.00 Per Hour per student	Overtime Rates May Apply (time and a half)
Cleaning Services	\$100.00 Per Day	
	Hall Manager will determine number of staff needed	

Theatre Prices

Mainstage Theatre (8 Hours)	\$1,000.00	\$100.00 per hour over
Blaney Theatre (8 Hours)	\$750.00	\$100.00 per hour over

Box Office

Box Office Service Charge	\$75.00	(Performance Days Only)
Vendini Service Charge	\$0.50 Per Ticket	

Dressing Rooms

Company Dressing Room (2)	\$200.00 each
Green Room	\$150.00
Class Room	\$100.00
Blaney Theatre (Extra Dressing)	\$150.00

Sound

Hand Held Corded Mic	\$15.00 per day
Hand Held Wireless Mic	\$45.00 per day
Wireless Lavalier Mic	\$45.00 per day
Other Microphones	TBD
Stage Monitor	\$15.00 per day
Audiocom Headsets	\$15.00 per headset per day

Lighting

Color Filter	\$0.90 per gel	based on current gel prices
Lighting Depreciation	\$0.50 per hour per Instrument	regular tungston instruments
Smart Light Depreciation	\$2.00 per hour per Instrument	LED, Scene Changers, Color Scrollers & Smart Lights
Spotlight	\$150.00 per day	Two (2) Available
Strobe Lights	\$10.00 per day	Two (2) Available

Special Effect Equipment

Fog/Snow Machine	\$15.00 per day	Includes liquid for operation
Haze Machine	\$20.00 per day	Includes liquid for operation

Soft Goods

Cyc	\$100.00 per event
Scrim	\$200.00 per event
Painted Backdrops	\$300.00 per event

Misc. Items

Dance Floor Marley	\$300.00 per event
Projector & Screen	\$25.00 per hour
Folding Table	\$5.00 per table per day
Folding Chairs	\$2.00 per day per chair
Rehursal Mirrors	\$10.00 per mirror
Electric Piano	\$25.00 per day