

University of Houston - Clear Lake

OPERATING PROCEDURE

Department: Theater and Cultural Arts

Title: Booking the Bayou Theater

General

All events utilizing The Bayou Theater at the University of Houston-Clear Lake (UHCL) must be scheduled with the Managing Director (or his designee) directly. 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 for any additional spaces an event may request. Approval of all requests to use the Bayou Theater by internal and external individuals and/or organizations shall be made by The Bayou Theater.

Bayou Theater Vision

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

Bayou Theater Mission

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

Scheduling Procedures

In keeping with the Vision and Mission stated above, the Bayou Theater will strive to be a welcoming and inclusive facility for the students, faculty, staff, community members, and guests of Clear Lake and the Houston Bay Area. The Bayou Theater will present only the highest quality events.

The Bayou Theater, in its sole discretion, may make reservation decisions based on the quality of the presentation, but not the content. Any request that does not comply with the University guidelines for the proper use of facilities may be denied. Appeals to these decisions may be submitted by the requester in writing.

- **Theater Use by University Groups (INTERNAL)**
 - University-related activities must be sponsored or co-sponsored by an appropriate UHCL office and must show evidence of a clear relationship to the University's academic curricula, mission or enhancing its community standing.
 - Procedure
 - Email or call the Bayou Theater to check availability of dates.
 - Submit in writing a facility request form or email detailing the following information
 - Date(s) of event
 - Type of event
 - Responsible department/office
 - Estimated total capacity (audience and performers)
 - Time access is needed
 - Time the event starts
 - Time event ends
 - Time access is completed
 - The Bayou Theater will respond with a quote for usage and tech packet.
- **Use by Non-University Affiliated Groups (EXTERNAL)**
 - Procedure
 - Email or call the Bayou Theater to check availability of dates.
 - Submit in writing a facility request form or email detailing the following information
 - Date(s) of event
 - Type of event
 - Responsible organization
 - Estimated total capacity (audience and performers)
 - Time access is needed
 - Time the event starts
 - Time event ends
 - Time access is completed
 - The Bayou Theater will respond with a quote for usage, deposit invoice, and tech packet.

- The deposit must be paid by cash, check or money order made out to the University of Houston-Clear Lake. No payments by credit card will be accepted at this time. (see section on Deposits)
- **Space is not guaranteed until a deposit has been paid**

- **General Provisions of The Bayou Theater**
 - The UH-Clear Lake Bayou Theater is professionally equipped to service lectures, theater, dance, and musical performances.
 - All events, regardless of their sponsors, must be of high quality and significance. The Theater is not to be used for events that are in contradiction to the UHCL policies of anti-discrimination, inclusiveness or any other purpose that may, in the judgment of the University, be inappropriate.
 - 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 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 capacity limits are adhered to.
 - All organizations, both University and non-University will be charged a fee based on the fee schedule. The deposit is required to confirm all dates and be received no less than thirty (30) days from the first date of an event. (See section on Deposits)
 - Food, beverages, gum, etc. are prohibited in the Theater. The Theater Supervisor, his or her designated or other approved personnel shall be present at all events to maintain order and prevent the aforementioned prohibitions.
 - For all events, the responsibility of selling tickets, tearing tickets and ushering will rest with the rental client.
 - Only certified service animals shall be allowed in the theater without prior approval.

- **Theater Fees for Non-University Affiliated Groups (EXTERNAL)**
 - All payments (deposit or otherwise) must be paid by cash, check or money order made out to the University of Houston Clear Lake. Credit card are not accepted at this time.
 - A cleaning fee of \$250 per day will be added to the final bill. Any damage or extraordinary cleaning will incur additional charges
 - A 20\$ fee will be added for all checks returned due to insufficient funds.

Full payment is due within 120 days of the first invoice. If full payment is not received within 120 days, total outstanding amount due will be placed with our collection agency. Individuals or groups with outstanding charges will not be able to rent the theater or any space at the University of Houston - Clear Lake until their account balance is zero (0).

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

- **Deposits**
 - All external groups must submit a deposit before an event is considered confirmed.
 - 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:

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|-------------|------------------------------------|
| 100% Refund | = 60 days written notice |
| 50% Refund | = less than 60 days written notice |
| No Refund | = less than 30 days notification |

▪ **Campus Dining and Distribution of Alcoholic Beverages (ARAMARK) 281-283-2650**

Our onsite caterer, ARAMARK, operates the University dining facilities. All events must use ARAMARK for catering and alcohol services. **No outside caterer is allowed, unless given permission by ARAMARK.** The provision of food service to non-University groups during shall be accomplished at the discretion of the Campus Dining contractor. All requests for food services from Campus Dining Services must be scheduled through the Campus Dining contractor at least 10 working days prior to the date of the event.

Beer and wine may be offered for sale only by Campus Dining, 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 appropriate Vice President. The University Police Department has the exclusive right to schedule police officers to be present during events that serve alcoholic beverages. Any additional costs will be the responsibility of

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**

- Attachment of materials or objects to the surface of the wood panels and/or drywall is restricted. This includes the use of adhesives and 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 otherwise damaging paint 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 when being moved. Supports and displayed materials must be stable so they are not easily tipped over or otherwise hazardous 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 only when supported from structural parts of the building independent from the ceilings and lights as arranged and approved in advance with the Scheduling and Space Planning Office. 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 Signage**

- Approved temporary signage may be put up no sooner than one day 24 hours before the scheduled event and must be removed no later than four 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 UHCL campus is not included and parking arrangements must be arranged through the UHCL Parking Department at an additional cost. Failure to make these arrangements may result in citations for you and your guests. To make arrangements for parking, contact the Parking Department at **281-283-CARS (2277)**.