

The Etta and Joseph Miller Performing Arts Center User's Guide

Facility: Equipment, stage measurements, parking, entrances and loading information are located on our website at www.jcps.k12.mo.us (Miller Center).

Rental: Set items and props that are available for rent are cataloged on our website at www.jcps.k12.mo.us.

Usage Terms:

- a. All clients will be required to provide the names and phone numbers of a house manager and stage manager before a load in occurs. Stage managers will meet with the facility director prior to a load in to provide insurance coverage statements and to review safety agreements. House managers will provide a list of ushers and will meet with the facility director on the Monday prior to a performance to review house safety procedures.
** If the facility is being used for competitive purposes, users must provide adequate supervision and must provide someone to serve as stage and house manager to cover standard safety and usage procedures.
- b. Load in and strike times must be set prior to the actual load in. The stage manager will be responsible for adhering to the agreed upon schedule.
- c. All light hangs must take place under the supervision of the facility director. Users will be responsible for providing crew and tools for hangs. Safety cables must be attached to each light. Users will be responsible for re-hanging standard light plot.
- d. Fog, smoke and other technical effects used in the facility must be approved by the facility director.
- e. Users may provide marquee information to the facility director to be placed on the marquee for two weeks prior to the event. Additional information may be provided to the facility director for website use.
- f. Users may book time in the ticket office for ticket sales for two weeks prior to an event. Money and tickets will not be kept on the premises without an organization's ticket representative.
- g. Alcohol and tobacco are not permitted on the premises at any time.
- h. Food and beverages are allowed in the lobby, dressing rooms, and recognition hallway only. No red beverages are allowed in the facility. A concession booth is available—separate terms must be obtained for

the use of this part of the facility.

Security: Opening and closing times for the facility will be determined prior to load in by the user and facility director. Users will respect the established times for security purposes. If an event requires additional security, the facility director will request that the user contact and arrange with the police department for extra security. The Miller Center staff and the Jefferson City Public Schools will not be responsible for any lost or stolen valuables left in the facility.

Rates: All users who charge the public or participants to use the facility will pay a deposit of \$250. If damages or an excessive mess is made on the stage area, dressing rooms, green room, shop, or gallery; the user will forgo the return of this deposit. An assessment will be made by the facility director at the time of strike.

All users who require technical equipment for rehearsals or performances will pay \$25 a day fee for consumable goods.

All users will need to send light and sound board operators for equipment training. Training sessions will be held in September and January each year. Only operators who have been trained by the facility director will be allowed to use lighting, sound or rigging equipment.

Users who do not send staff for equipment training may hire technicians who have been approved by the facility director. A list of names, numbers and an hourly fee schedule will be available from the facility director.

_____ has agreed to the terms of the user's agreement and will be allowed all rights and privileges stated in the agreement for the time period of _____.

Organization _____

Organization representative _____

Date _____

Facility Director _____

Date _____

