



MESA COMMUNITY COLLEGE PERFORMING ARTS VENUE RENTALS

General Rules, Policies and Regulations

Statement of Values

Mesa Community College (MCC) is a welcoming and inclusive campus, with staff and faculty that strive daily to serve the residents of Maricopa County and beyond. The Performing Arts Operations Department shares these values in every aspect of its day to day operations and is proud to offer outstanding hospitality, service and uncompromised safety in the venues managed.

The Performing Arts Operations Department has aided in a wide range of rental events that have taken place across MCC's campuses, in the different Performing Arts Venues offered, since its development in 2015. Rental events are scheduled based on the availability of the venue requested and the order in which requests are received. These requests are also governed based on the policies and regulations set forth in this document and provided by MCCCCD on their webpage (www.Maricopa.edu).

It is the goal of the Performing Arts Operations Department to be accommodating to rental requests, however the high demand for venues and the priority given to academic events, requires that policies and regulations are adhered closely. By submitting an application, the renter acknowledges and accepts the terms outlined within these policies and regulations mentioned above.

Your experience with MCC is important to us. We make the best effort to contain costs for our rentals while maintaining certain operational requirements and minimum standards. We understand that your audience demand excellence and we make every reasonable effort to achieve that with you. We also work with you to answer your questions, address your unique needs and ensure that you and your guests feel welcome to our exquisite performing arts venues.

The Performing Arts Venues include, but are not limited to, the Performing Arts Center (PAC), MCC Theatre, Red Mountain Rehearsal and Performance Center (RAP), MCC Navajo Room, MCC Community Room and Red Mountain Community Room. The Maricopa County Community College District (MCCCCD) is a non-profit 501(c)(3) organization. By contracting with MCC, individuals and organizations agree to adhere to the policies, regulations and guidelines set forth in this document, by MCC and by MCCCCD respectively.

Mission of MCC Performing Arts Operations Department

To promote the performing arts at MCC and fulfill the cultural and public service of the college by:

- Supporting professional artists of merit in the creation and development of new work;
- Enriching the cultural lives of the community and students of MCC;
- Developing and producing high standing productions in the performing arts;
- Providing a space for the community to view performing arts at a reasonable cost;
- Providing a space for members of the community to display their performing arts productions to the community
- Providing a space for the community to be exposed to cultural arts from within the community and abroad

In order to balance the Performing Arts budget for MCC, the Performing Arts Operations Department has been charged with raising significant revenue. Income from rental activity contributes to balancing the maintenance budget of the Performing Arts Venues and supporting the Performing Arts programs here at MCC.



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Overview of Document

This document outlines the policies and procedures for the rental of the Performing Arts Venues at Mesa Community College. The Policies and procedures that follow is an integral part of the rental agreement and by signing the Rental Contract, the renter agrees to all policies and procedures outlined herein.

Booking Policy

Requests for rentals should be made at least four (4) weeks prior to requested dates to allow for accuracy in the rental process. All requested dates for rentals are considered tentative until a fully executed contract and deposit has been received by the Performing Art Operations Department. Tentative dates are held for two (2) weeks, after which time, Performing Arts Operations has the right to remove the hold and book another event on that date, without prior notice.

If another renter makes a request for a tentative date being held, other date options will be explored. If no alternative can be found, a second hold will be placed. If they have completed all required steps and are ready to sign a contract and make a deposit, the original requester will be notified and given forty-eight (48) hours to make a deposit and submit a signed contract. If the original requester does not respond to good-faith attempts to notify them of the challenge to their preferred date, Performing Arts Operations has the right to release the date to the second requester.

Payment Procedures and Fees

	Item	Amount	Due Date	Additional Info
I	Event Deposit	50% of <i>Event Quote</i>	Upon return of signed <i>Rental Agreement</i>	Without initial deposit, the hold for the dates may be released.
II	Remaining Balance	Remaining balance of <i>Event Quote</i>	Five (5) business days prior to event	Access to the venue may be denied without payment of remaining balance.
III	Final Event Invoice	Charges for event day items	Due upon receipt of the invoice and must be paid within five (5) business days	Cost(s) of additional services and/or equipment, utilized on the day of the event, by the renter, that were not originally included in the <i>Event Quote</i> .



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Rental Agreement

All *Rental Agreements* shall be in writing and executed for and on behalf of Mesa Community College. No verbal agreements, discussions, or conversations of any kind shall be constructed as binding unless such exchanges are agreed upon in writing. In order to reserve any facility for use, a written *Rental Agreement* must be signed and returned, along with the required payments, prior to the event and within the time-frame specified by this document.

Event Quote

An *Event Quote* will be issued after receipt of a *Rental Application* and completion of a technical walk through/tour of the venue requested. The quote is based on the specific needs of each event and thus requires specific information regarding the operation of the event taking place to be generated and provided to the requester. Once received, client has two (2) weeks to inquire about, accept or decline the quote. No response within this time is considered a rejection of the quote and the held dates will be released to other potential clients. An email detailing the release of the dates will be sent as verification of such. If for any reason the actual costs of the event exceed the quote, the renter will pay the additional amount of the invoice upon receipt, and within five (5) business days.

Fee Adjustment

The Performing Arts Operations Department, Performing Arts Center (PAC) and Theatre administrators and managers, are authorized to grant discounts, waive fees, negotiate special pricing and provide refunds, as required, within the best interests of Mesa Community College (MCC), and Maricopa County Community College District (MCCCD).

Event Cancellation

The *Rental Agreement* granting use of the venue to the renter is subject to the rules and regulations of MCC and the Performing Arts Operations Department. This agreement may be revoked at any time by the Performing Arts Operations Department, MCC or MCCCD upon the renter's failure to timely comply with any of the requirements set forth in this document and stated on the *Rental Agreement*. This agreement may also be canceled immediately without recourse should false or misleading information be furnished to the Performing Arts Operations Department. MCC will retain all deposited amounts as liquidated damages.

Either party may cancel the *Rental Agreement* in writing within twenty (20) days of said event. In the event the event is canceled by either party, refunds of any funds paid will be determined at the discretion of the Performing Arts Operations Department on a case by case basis.



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Rental Requirements

All venues are charged by the hour for rentals and have a four (4) hour minimum. Rates vary depending on day, night or weekend hours. Non-profit rates are also available upon proof of non-profit status.

Staffing Requirements

PAC, Theatre & RAP Center

MCC's Performing Arts has an in-house Technical and Front of House Staff that is used to staff rental events. These technicians must operate all production equipment within these venues. Renter will be charged, by the hour, for the services of these staff members. The amount of staff that needed is based on the event details and needs described by the renter to the venue manager and Performing Arts Operations staff. Please note that MCC and MCCCDC has protocols regarding breaks, minimums and work hours that must be respected by the renter. **During scheduled staff breaks and lunch, no stage activity will be permitted.**

- Minimum staffing level for all rentals;
 - 1 Venue Manager
 - 1 Technician
 - 1 House Manager

(Additional staffing may be added, at additional costs, based on Event needs)

For all other venues, a member of the Performing Arts Operations Department will be present and their services will be charged to the renter by the hour.

Service Fees

- A set up and take down fee of \$300 will be charged to every event.
- A restroom restocking fee of \$75 per day of use, will be charged to every event.
- A district mandated technology fee of \$3 will be charged to every event.
- State facilities tax (.5%) must be multiplied by the rental amount for facilities, equipment, and personal services and added to the total amount charged the renter.

Equipment

Some rentals will require the use of additional equipment and technology. These rentals will incur these costs that can be found on the *Rental Equipment Rates* document and will be listed on the quote.

Ticketing & Box Office

All MCC's in house ticketing processed through PurplePass. This service is not included in the rental rate and is an additional cost to the renter, should they choose to utilize this service. It is not required that renters utilize PurplePass for the ticketing of their event, however it is strongly encouraged for events estimated to have more that 200 in attendance. The utilization of PurplePass also requires the use of MCC's box office and MCC's box office staff, also at additional costs.

For events with an estimated attendance over 200 for MCC Theatre or PAC, if PurplePass is not utilized, some form of printed ticket is required to inform Performing Arts staff of ticketed guests, to comply with City of Mesa Fire Code.



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Catering

In compliance with City and County Law, a licensed food services provider must provide all food and drink for audience consumption on MCC's campuses and in all MCC's facilities and venues. MCC has an on-site/in-house caterer that has first right of refusal to all events held on campus, including rentals. Approval must be received in writing stating that another caterer is approved for an event. This approval must be submitted to the Performing Arts Operations Department to verify that this has been received. When utilizing in-house catering, all arrangements for this service will go through the caterer and will be a completely separate contract between the renter and that company. **The deadline to arrange any catering services, in-house or third party, must be done no less than four (4) weeks prior to the first day of the event.**

Insurance

All events utilizing MCC facilities are required to secure and provide a certificate of insurance in general liability at a minimum of one million (\$1,000,000.00) with a 30-day cancellation notice, in addition to other details. To read all requirement for the certificate of insurance visit <https://www.mesacc.edu/sites/default/files/pages/section/venue-rentals/insurance-info-new.pdf>

Deliveries

Due to the limited storage space and academic activities taking place in the venues, all deliveries must occur on the day of the Event as close to the load-in time as possible. If a delivery is required earlier than the day of the Event, renter will discuss and seek approval from the venue manager to ensure that delivery can be received and stored correctly at the earlier time. Early acceptance of deliveries is at the sole discretion of the venue manager and is not guaranteed. All deliveries must be clearly marked with the renter's name and date of Event. MCC will not accept COD deliveries on the renter's behalf. MCC will not be responsible for items left on the loading dock overnight.

Decorations

Decorations are limited to table decorations and/or freestanding displays or signs. No decorations may be hung, stapled, tied, leaned against or otherwise adhered to walls, columns furniture, ceiling or landscaping. All decorations must be removed no later than one (1) hour following the Event. Fresh flowers are allowed indoors only if contained in vases. No birdseed, loose confetti, confetti poppers, glitter, rice, sparklers, wet paint, compressed gases and any and/or all like items are not allowed in or around MCC venues. Open flames and the burning of any materials including but not limited to incense, candles (including birthday and votive candles), flambé dishes, sparklers, or from any other source are not permitted indoors in any venue. Any and all soft goods and stage fabrics shall be inherently flame resistant (IFR) or treated appropriately to render the material flame resistant. No soft goods or stage fabrics shall be hung/rigged if not demonstrated to be flame resistant. The renter will be responsible for demonstrating this on request.

Rigging

No rigging is allowed for the purpose of aerial acrobatics in any MCC venue. This includes but is not limited to, aerial silks, hoops, ropes, ect. The hanging of printed backdrops is allowed if proven to be flame resistant.



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Sale of Merchandise

Renter must submit information to Performing Arts Operations in advanced of Event informing intent to sell merchandise, souvenirs and/or novelty items at the Event. MCC will receive 10% of all merchandise sales. All sales must be in accordance with all federal, state and local regulations regarding tax and licensure. MCC is not responsible to protect any patron data that may be compromised through transactions not initiated by MCC/MCCCD.

Code of Conduct

Renter and renter's guests shall not interfere with the regular use of the venue by MCC faculty, staff and students during normal operating hours. Excessive noise or other disruptive behavior in common areas is prohibited.

Any direction provided to renter or renter's guests, by Performing Arts Staff, that is not adhered to, can and will result in termination of *Rental Agreement* and end the Event. Performing Arts Staff operate within the MCC, MCCCD, local, state and federal regulations, regarding the safety of patrons and will not allow operations of the venue to continue if these instructions are not followed. Warning will be provided to renter in the event that renter's guests are not adhering to the instructions provided by Performing Arts Staff, so the issue(s) can be address. If after renter is warned, the instructions are still not followed, the Event will end, all guests will be asked to leave the premises and load-out will begin. If the Event is ended due to conduct of renter or renter's guest, no refund in any amount will be provided.

Stage access by guests is strictly prohibited prior, during and after events in MCC Theatre and PAC.

Unsupervised or unaccompanied minors are not permitted in any venue at any time. MCC's Performing Arts Venues are not designed for running, jumping, climbing, ect, and pose a safety concern when such behaviors are displayed by minors and/or guests. Second floor of PAC is not included in any rental and is off limits to unauthorized persons and/or minors. **MCC is not liable for any injuries sustained due to improper use of Performing Arts Venues by renter or renter's guests. Any damages sustained to Performing Arts Venues, including but not limited to landscaping, by renter or renter's guest, will be invoiced to the renter, and is due upon receipt.**

Animals

No animals are allowed on campus or an any MCC facility. Certified service dogs or miniature horses are the only animals allowed on campus and in MCC facilities. Guests with certified service animals must contact Performing Arts Staff to ensure adequate accommodations can be made for their visit.

Parking

Mesa Community College provides free and open parking on campus. All parking signage must be followed by guests and any parking violations are the sole responsibility of the vehicle owner.

The PAC provides parking attendant(s) at the discretion of Venue manager and is based on estimated attendance of the event. Parking attendant(s) are charged by the hour to the renter and will be included in the *Rental Quote*.



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Security Requirements

MCC provides roving officer and on-campus 9-1-1 assistance for every event on campus. As rental events require additional personal from Campus Police, additional costs are included in the quote for these services. If it is deemed necessary by Performing Arts Operations, Venue Manager or Campus Police, dedicated security will be required and charged accordingly. Dedicated security can also be requested by the renter and will entail the same costs.

Tobacco and Illicit Drugs

Mesa Community College is a 100% smoke and tobacco free campus. This includes smokeless tobacco and vape. Smoking is not allowed indoors or outdoors on campus property; this does not apply to sidewalks or other public areas surrounding the campus. MCC is a drug free campus. This includes medical marijuana as pursuant to Statement S-16 found on the Maricopa County Community College District webpage, which *“prohibits the possession, use, production, and distribution of marijuana for any and all uses, including medical use...on its property or as part of any of its activities.”* Anyone found to be in violation of any portion of this ordinance, will be asked to leave, and may be directed to law enforcement.

Alcohol

Mesa Community College does not support the consumption or sale of alcohol in any forms on its grounds. Anyone found to be in violation of this regulation will be asked to leave, and may be directed to law enforcement.

Photography and Videography

Renter is permitted to take or hire individuals to take photographs and/or video of their Event. Arrangements to ensure proper access to the facility and to ensure access to all exits are not restricted should be made with the venue manager no less than two (2) weeks prior to the event. If the renter would like to restrict the photography and videography of guest, this should also be arranged with the venue manager to insure the proper announcements are made to the audience

Fundraising, Benefits and Donations

Fundraising events are not allowed to be held on campus for outside organizations. No advertising, as such, is allowed for rental Events. If an event is found to be advertised as a fundraiser, it will be in direct violation of the *Rental Agreement* and the Event will be canceled and no refund given.

Cash donations are not allowed to be collected on MCC's campus. To arrange other donations including but not limited to canned goods, clothing, etc., contact Performing Arts Operations for approval.



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Marketing of Rental Events

Mesa Community College does not provide press or marketing services, nor does it arrange for paid advertising or other marketing for rental events. No on-campus, on-line or inter-district announcements or promotions of rental events will take place. This includes but is not limited to Marque postings, social media posts, intranet posts, emails, flyers, etc.

Posters and other visual materials are allowed in the lobby and/or in front of most venues on the day of the event, with prior knowledge provided to Performing Arts Staff. No materials will be placed on walls by nails, tacks, staples or any other penetrating methods. Clients can request tables to be placed in the lobby to display any marketing material on the day of the event. Any signage that is to be placed outside the venue must be freestanding and not attached to the building or landscaping in any way.

Credit to the Center

Unless otherwise negotiated the renter shall provide the following credit to appear on all advertising and the title page of any and all programs or publications:

“Presented at (*rented venue*) located at Mesa Community College by (*renter’s name/organization*).”

User shall also refer to the rented venue in all materials as:

- The Performing Arts Center (PAC), Mesa Community College
Box Office Telephone (480) 461-7172
Website: www.mesacc.edu/arts/
- MCC Theatre, Mesa Community College
Box Office Telephone (480) 461-7172
Website: www.mesacc.edu/arts/
- Rehearsal & Practice (RAP) Center, Mesa Community College: Red Mountain Campus
Website: www.mesacc.edu/venue-rentals/featured-spaces/rap-center
- Navajo Room, Mesa Community College
Website: www.mesacc.edu/venue-rentals/featured-spaces/navajo-room
- Community Room, Mesa Community College: Red Mountain Campus
Website: www.mesacc.edu/venue-rentals/featured-spaces/community-room

All information provided is subject to change at any time according to revisions in policy and procedures of the Maricopa County Community College District and Mesa Community College.