Palikū Theatre

Facility Rental Use Rules (rev. September 1, 2006)

General Behavior
1. Members of your organization must comply with directions given by Windward Community College staff or the staff of Palikū Theatre (e.g., Theatre Manager, Stage Manager, Technical Staff, Usher Captains.)
2. Please recognize that the theatre is situated on a college campus. In order to minimize the impact on other college functions, noise levels must be controlled, even on weekends.
3. You are responsible for the removal of excessive amounts of trash if you create it. A dumpster is available behind the building. Bags are available upon request. Do not fill existing trash receptacles to overflowing. Insure that only recyclable items are placed in the container designated for that purpose.
4. Make sure that doors are secured when you leave, even if you plan to return later. If security asks you if you are closing up, refer them to a Palikū representative on duty.
5. You must set a time with the Theatre Manager for access to the building. Janitorial staff members are not authorized to let you into the facility without a Palikū Representative present.
6. No food or beverages are allowed in the auditorium at any time. You are asked to cooperate with this rule and to assist in seeking the cooperation of the audience to your event.

Parking, Drop-off, and Delivery
1. Your staff, and to the extent possible, your audience must refrain from parking in areas designated for faculty or other college uses. These are clearly marked.
2. The road and turn-around area next to the theater is a FIRE LANE. It may be used for drop-off of handicapped people and for drop-off of equipment and supplies, but no unattended vehicles may be left in this area. You are responsible for assisting in keeping this area clear.
3. Your participants should park behind the theater, leaving the larger parking lot available for your audience. No off-duty police are needed to control the parking lot, however vests and flashlights are available for your volunteers, upon request.

Theatre Exterior and Courtyard
1. You may set up freestanding signs, however you may not cover or attach anything to the existing signage in or around the building.
2. You may set up displays in conjunction with your event. If you do, you must maintain easy routes for access to and egress from to the theatre. Your setup must not interfere with the Art Gallery, the Art Gallery Windows, or the Box Office.
3. Canopies are allowed upon written permission of the Theatre Manager (plan must be included with the request.)
4. You may not move the cement tables or benches in front of the theater.
5. If you borrow theatre tables, you must return them to the storage location.
6. All trash must be picked up and disposed of properly when the event is over.
7. No alcohol may be served without the written permission of the Windward Community College Chancellor.

**Main Lobby (Level 2)**
1. You must notify the Theatre Manager if you intend to sell or display items in the main lobby area. Sale of CD’s, T-shirts, and the like are permitted. NO FOOD may be sold here, except by regular Palikū Staff. You are responsible for clean up and the removal of large boxes.
2. Small receptions are permitted upon special permission from the Theatre Manager.
3. Many groups find this area an excellent place for performers to meet and greet audience members. Audience members are not permitted backstage after an event.

**Auditorium**
1. No food or beverages are allowed in the theatre, ever! You are expected to inform and enforce this with participants and your audience.
2. If you provide ushers to supplement the Palikū Usher Staff, they must be trained and agree to follow the protocols of the theatre.
3. You may reserve (rope off) some seats if necessary.
4. You are asked to discourage your audience from putting their feet on the seat backs in front of them and from discarding trash.
5. Opening of doors on the second level is a distraction to performers and the audience. Once the performance begins, these doors are closed and your audience is asked to cooperate and be courteous to those already seated by entering the theatre on the Third Level.
6. **STANDARD ANNOUNCEMENT:** Before the start of your show, you are expected to make an announcement which orients the audience and makes them aware of general rules. You will find a copy of suggested wording on the next page.

**Onstage and Backstage**
1. You are required to follow all directions and limitation set by the Palikū Stage Staff. These include, but are not limited to the following:
   a. No nails or screws in the stage floor, building wall, or ceilings
   b. Floors may not be painted.
   c. Food is allowed ONLY in the Scene Shop, Green Room and Multipurpose Room. Bottled water with caps is allows on stage for participants.
   d. There is no janitorial service on week-ends. You are responsible for the removal and disposal of all trash, food, etc., from all areas including the dressing rooms.
   e. The Multipurpose room is actually a classroom. With special permission and a small fee, it may be used as a dressing room for large groups.
Sample Opening Announcement (modify to suit)

Aloha Everyone, and welcome to Palikū Theatre. Thank you so much for being here with us today for this performance.
To make the show even more enjoyable for everyone, we want to cover a few important points.
First, please silence all cell phones and pagers.
Second, we must insist that there be absolutely no flash photography during the show or use of video cameras.
Third, smoking, food and beverages are not allowed anywhere inside the theatre building.

There will be one intermission. At that time, refreshments will be available downstairs on the ground floor, by the Box Office. We ask that you consume everything while you are out there, because food and beverages are not allowed inside the auditorium.

The restrooms are found only on Level 2. The men’s room is down the house left corridor and the ladies room is down the house right corridor. There is also a drinking fountain adjacent to the ladies room entrance.

After the show, the cast will meet the audience downstairs, outside in the courtyard in front of the Box Office on Level 1.

And now, please sit back, relax and enjoy our show.
Ushers (Please initial your intent and return to Theatre Manager)
Palikū Staff Ushers are required as a matter of safety in case of emergencies or a need for evacuation. You may provide additional ushers if you wish, but they must arrive at least ½ hour before the doors open for your event. They must be trained by a staff usher. They should understand that they are under the supervision of Palikū staff ushers. There should be 6 seats held back from sale for each show for the use of the ushers, either as seating for working ushers or complimentary seats ushers earn through their many hours of volunteer service. We will release unneeded seats back to the client group at least a week before the performance.

_______ I will use Palikū staff ushers exclusively for this event.

_______ I will provide _______ number of our ushers for the event and they will comply with the requirements stated above.

Intermission Refreshments (Please initial your intent and return to Theatre Manager)
As a service to audiences, food may be served or sold during the intermission – outside on the first level. Your organization may provide this service, however, you must follow all the regulations regarding food service on the attached sheet.

_____ No food will be served during the event.

_____ We will provide intermission refreshments. We have read and will comply with the regulations on the attached sheet.
Intermission Food Service Rules (apply only if you are not using Palikū Staff)

Note: these apply to both the sale and non-sale of intermission refreshments.

1. Unless other arrangements are agreed to by the Theatre Manager, all intermission refreshments will be served outside the theatre on the first level.
2. No items consisting of many pieces in bags (e.g., Skittles, M&Ms, peanuts, etc.) may be offered. (Palikū Staff may remove such items from your table and return them to you after the intermission is over.) Solid candy bars, big cookies, chips, and drinks are acceptable.
3. Service and sales must stop immediately at the signal for the audience to return to their seats.
4. All items must be consumed completely prior to entering the building. People may not stuff unfinished or unopened items into purses or pockets. Do not encourage them to do so.
5. You are responsible for assisting in keeping food from going into the theatre.
6. Tables borrowed from the theatre must be properly returned to storage.
7. Service area must be completely cleaned up when finished. Ice and water from coolers may be dumped on plants in the courtyard.
8. A container is provided for the recycling of cans and bottles. Please ensure that it is not used for disposal of general trash.
9. Do not allow the overstuffing of existing trash containers. Large Trash bags are available upon request of the Box Office Staff.
10. No alcoholic beverages may be served without the written permission of the Windward Community College Chancellor. Phone the secretary (235-7402) for procedures in obtaining this permission.

On behalf of my organization, I have read and agree to all the above stipulations.

Print Name _______________________________ Date __________
Signed __________________________________________________________