

King's University College

Theater Usage Policies

All external theater bookings require a signed contract and deposit.

Facilities

1. Requests for theater use must include a complete description of the intended event including: overview of the event, requested set up, equipment required (lighting, sound, technical), intended stage decoration and set up, target audience, organizer contact information, and for-profit or not-for-profit status.
2. All theatre use is subject to approval by the College. College events maintain booking priority.
3. Attaching materials of any sort to the walls or surface areas of the theatre or the areas adjacent to the theatre by any means (nails, tacks, tape, staples, etc.) is strictly forbidden.
4. Attaching items to the stage curtains is strictly forbidden.
5. All set-up and dismantling of equipment, sets, etc. must occur during the specified rental period.
6. Construction inside the premises is not permitted. Set designs, displays, effects and scenery must be approved by King's prior to the event (minimum 5 days).
7. The King's Residence and Conference Services Office must be notified in advance (minimum 5 days) of any shipments or deliveries. Organizers must be on site to receive the goods.
8. The consumption of food and beverages in the theatre is forbidden. Food service is available in predetermined areas outside the theatre and catering arrangements for all events must be made with Aramark services, through the Residence and Conference Services Office. Service of alcoholic beverages is reserved to licensed lounges near the theater.
9. The applicant will hold the College harmless at all times from any claims or damage on account of injury to anyone using the College facilities and grounds in connection with the function sponsored or operated by the organizers.
10. Any extraordinary cleaning costs, repair, damage, or replacement costs incurred during a rental will be billed to the contracted organizer.
11. Moving or rearranging furniture, equipment, or staging without written prior authorization is forbidden.

12. All events must adhere to laws of Canada, laws of Ontario, by-laws of the City of London, copyright law and any other statutory or common law right of any person, firm or corporation.

Technical Services

1. The use of technical facilities (lighting, audio, electrical or multi-media equipment in any location) will be supervised by Information Technology Services. The facilities will be used by trained and authorized personnel only, and the choice and number of personnel for technical, safety and security purposes are the prerogative of the College. Access to the control room is permitted only by authorized Information Technology Services staff.
2. All technical requirements and arrangements will be agreed upon between the user and Information Technology Services no later than 10 business days prior to the event date.
3. Alterations or changes to the integral systems of the theatre will not be undertaken without approval and assistance of Information Technology staff.

Safety and Security

1. As part of our risk management program, a certificate of liability insurance must be demonstrated in an amount acceptable to the Chief Financial Officer of the College for all events on campus booked by an external organization or individual.
2. King's reserves the right to cancel any event in which public safety is at risk.
3. King's reserves the right to ask organizers and/or guests to vacate the premises immediately if the conditions of this policy are violated, or if safety concerns arise.
4. The use of any items that could be considered dangerous (open flame, fireworks or pyrotechnics, smoke, gasses, or excessive use of flammable materials, etc.) must be disclosed at time of booking. Safe use of dangerous or flammable materials will be assessed and coordinated with fire safety officers.
5. Fire exits, access routes, fire safety equipment, and utility areas may not be obstructed in any way.
6. King's maintains sole discretion to require additional security at any event, at the organizers' expense.