



## *General Regulations & Policies*

1. All parties interested in using the Sumter Opera House must submit the booking inquiry form to the SOH. The rental fee is determined on a per room basis, and rentals are tentative until application, contract, deposit, and insurance rider are received, and all required signatures are obtained. No advertising or promotion is allowed until application contract is complete and approved. The SOH reserves the right to request payment of estimated fees in advance.
2. The SOH staff will check events and dates requested for conflicts, appropriateness of events, and ability to meet the needs of the events. The facility may be rented during the times that the SOH staff determines it is available. The use of the facility may be denied when such use would interfere with necessary repairs or general maintenance.
3. The contract will be returned to the organization seeking facility use for the confirming signature. The signed form then should then be sent to the Cultural Coordinator for final processing. As soon as possible thereafter, the organization seeking use should forward a set-up diagram for all activities for use by SOH staff.
4. Any extraordinary equipment requests must be submitted with application. We will attempt to honor same and renter will be charged accordingly.
5. Nothing shall be sold, displayed, or given away without the prior, express, written permission of the SOH staff.
6. No unauthorized method of obtaining funds, including any form of gambling, is permitted in City buildings or on district grounds.
7. The Manager and/or custodial staff will be on duty throughout each and every SOH event. The number of stage hands and other facility attendants necessary shall be determined by the Cultural Coordinator. The renter will be charged for each staff member in accordance to the attached rate schedule.
8. All electrical and mechanical equipment shall be used and operated by competent designee as approved by the Cultural Coordinator. The use of open flames, such as candles, is prohibited and fire resistant materials should be used at all times.
9. Set removal must occur no later than 24 hours after the final performance, or sooner if required by the Cultural Coordinator.
10. Only the rooms or designated areas granted in the original request shall be used. All rooms or areas are to be left in an orderly condition after usage. Final inspection will be completed by SOH staff and/or custodial staff to determine if additional fees will apply.
11. Corridors, exits, and stairways must be free of obstructions at all times. Exits are to be lighted when facilities are in use. Members of the audience or spectators must never stand or sit so they block exits, stairways or aisle ways.
12. All groups agree to accept liability for damages, and must submit an insurance rider which documents liability coverage for injury, as well as \$500,000 combined single incident liability. Replacement or repair charges will be added to the original bill in the event damage occurs. SOH will accept no responsibility for lost or stolen items, nor will it bear any liability as a consequence of permitting access to this facility.
13. All groups must have a designated, responsible, and approved non-student adult in charge who will take the total responsibility of discipline, protection of school property, etc. Facility users are solely responsible for the conduct and behavior of their groups. The building will not be opened until the groups supervisors are on duty.
14. No food or beverage, of any kind are, will be allowed in the theater or on stage.
15. No smoking, alcoholic beverages, or illegal drugs are permitted on the premises at any time.
16. Parking for events must be limited to black top areas only.
17. Under no circumstances will organizations be able to sublease the Sumter Opera House.
18. The manager may cancel any contract for misrepresentation and/or violation of policies of the contract. The use of the SOH may be cancelled due to inclement weather subject to City policy.
19. All of these guidelines / regulations shall be incorporated by reference in the contract agreed to and signed by the group.
20. Any group, who wishes to sell concessions, must have prior written approval of the Cultural Coordinator of all items to be sold. No food or beverage, of any kind are, will be allowed in the theater or on stage. Adherence is the responsibility of the facility user. Any violation of this policy could result in the denial of requests for future use of the facility.

