

*SCU•Presents fosters opportunities on the Santa Clara University campus to teach students, engage audiences, and promote understanding through the performing arts.*

In addition to providing exciting performing arts programming and supporting the academic goals of the University, our mission is to reach out to our local community. One of the ways we do this is through our Facility Rental Program, where we are able to rent our venues to community organizations, Non-profit Groups and Performing Arts Schools when the University is not using the space.

We have two main performing arts venues available to rent, the Louis B. Mayer Theatre and the Music Recital Hall. Schedule permitting, in addition to these larger facilities we also rent out our dance studios, classrooms, practice rooms, theatre lobbies and our configurable black-box Fess Parker Studio Theatre. Below please find a general overview of our basic rental information and policies. For a detailed look at what we have to offer including facilities, equipment, policies, procedures and fees please visit our website at [www.scupresents.org](http://www.scupresents.org). For parking and directions, please visit the SCU website at [scu.edu/map/parking/directions.cfm](http://scu.edu/map/parking/directions.cfm).

We are excited about you considering our facilities for your upcoming event. Please do not hesitate to contact us with any further questions.

## Facilities and Equipment Overview

Please refer to our website [www.scupresents.org](http://www.scupresents.org) or request a hard copy of our rental rates sheet for a list of all available equipment and facilities along with applicable fees.

### Mayer Theatre – 390-571 seats

**Description:** Flexible configuration stadium theatre space

**Purpose:** Mayer Theatre is available for speaking presentations, theatrical performances, dance performances, music concerts, and rehearsals.

- Stage Dimensions: 40' wide X 20' deep of performing space
- Standard Lighting Plot with lighting/dimming capabilities, full-stage warm or cool wash, some specials, side and cyclorama lighting.
- 8-ft Tables (5 available)  
Note: Client is responsible to provide table linens.
- Chairs (limited availability)
- Lectern/Podium
- Projection Screen and projector with VGA connection, audio from CPU included (Fees Apply)  
Note: setup requires use of half the depth of stage
- Piano (Fees Apply)
- Music Stands (12 available)

### Recital Hall – 246 seats

**Description:** Concert Hall space, 82 seats front section/164 seats rear section

**Purpose:** Recital Hall is available for classes, speaking presentations, movie viewing, music recitals, and rehearsals.

- Stage Dimensions: 20' deep, 27' wide at rear, 40' wide at front
- Sound Equipment: 16 Channel Mixer, Stereo PA, Instrument/Vocal Microphones, CD Player for Audio Playback, 2 Stage Monitors for Audio Playback
- Lighting/Dimming Capabilities and a full stage warm or cool wash.
- 6-ft Tables (6 available)  
Note: Client is responsible to provide table linens.
- Lobby Chairs (10 available)
- Music Chairs (20 available)
- Lectern/Podium
- Projection Screen and projector with VGA connection, audio from CPU included.  
Note: setup requires use of one-third of the stage
- 2 Pianos, a Steinway grand and a baby grand (Fees Apply)
- Music Stands (20 available)

## Seating Capacity

Seating and ticket sales are limited to the capacity for the facility: 390-571 for the Mayer Theatre (depending on seating configuration), 246 for the Recital Hall. In order to uphold safety and fire regulations, SCU•Presents staff has the right to refuse entrance to patrons if the seating capacity has been reached.

## Scheduling Reservations

SCU•Presents provides venues, first and foremost, for University activities. Use by non-university clients must not contradict the mission and values of the university. SCU•Presents reserves the right to define appropriate use and to refuse a reservation. The University offers SCU•Presents venues for rent to the community after a period of priority reservation.

The community may make booking requests at any time by submitting an official *Request for Booking* form which is available on our website: [www.scupresents.org/request-booking](http://www.scupresents.org/request-booking).

Beginning March 15th, or when the university priority booking period has expired, we will begin booking all venues for July 1<sup>st</sup> of the current year through June 30<sup>th</sup> of the following year. SCU•Presents does not permit advance waiting lists.

## Non-Reservation Periods

SCU•Presents will designate days and time periods when no reservations can be made. In particular,

1. No reservations are permitted on University celebration dates such as Commencement Weekend (Friday, Saturday, and Sunday), Law School Commencement Day, and Welcome Weekend.
2. No reservations are permitted during observed university holidays and closed periods.
3. Additional dates when no reservations are permitted are determined by the SCU•Presents, and may include such items as building repair and maintenance.

Space must be reserved through SCU•Presents. Once our staff has confirmed a request, all non-university entities (individual or group) must provide the following in order to secure the reservation:

1. A *Request for Booking Form* (RFB) [www.scupresents.org/request-booking](http://www.scupresents.org/request-booking)
2. Non-refundable deposit, the greater of \$100 or 10% of the total rental fee, to be paid no more than 14 days after the date the reservation is booked, in accordance with the rental agreement. **Checks Payable to: SCU•Presents, Santa Clara University. \*NEW Payment Option: Payments can now be made using the SCU Presents Facility Rental eMarket. The URL is: <https://commerce.cashnet.com/SCUPresentsRentals>**
3. A Signed *Rental Agreement* for facility use, to be returned along with the non-refundable deposit no more than 14 days after the date the contract was written, in accordance with the contract
4. A completed *Event Information Form*, to be returned with the contract.
5. Proof of comprehensive, general liability insurance policy with a minimum \$1 million in commercial coverage listing Santa Clara University as an additional insured for the date(s) of the reservation, to be provided no less than 10 business days prior to the reservation date.
6. For new clients, or at the discretion of SCU•Presents, all remaining rental agreement fees are to be paid no less than 5 business days prior to the reservation date.

Once an event has taken place an invoice will be generated for any remaining balance. This invoice must be paid no more than 14 days following the reservation date. A 10% late fee will be assessed for all remaining balances not paid within 14 days of the date the contract was written.

Written acceptance of any assistance or services required in addition to the above stated services, dates, and times must be approved in writing by signing the *Contract Addendum Form* provided by an SCU•Presents staff member at the time service is given. Any additional fees resulting from an addendum will also be invoiced and full payment is due 30 days after the event.

- Reservation requests should be directed to **Tina Sciolla, Business Manager, (408)-554-4565 or [tsciolla@scu.edu](mailto:tsciolla@scu.edu)**.
- Requests should be made by submitting a *Request for Booking (RFB)* form online, in person, via e-mail, fax or mail. Please note, that the renter, their performers and guests will not be permitted into the venue except during the contracted times. All event set-up time, including lobby set-up, should be included in the contracted hours. A separate RFB must be submitted for each event you would like to reserve in our venues.

- Renters must designate one member of their group as a contact for both pre-event preparations and the event itself. The name, phone number, and email address for this contact should be included as requested on the *Request for Booking (RFB)* and *Event Information* forms.
- Once an available date and time have been established, and the *Request for Booking* form is approved, a confirmation package including two copies of the rental contract, and other relevant rental information will be mailed to the address provided on the *RFB*.
- In order to secure the reservation, a non-refundable deposit of \$100 or 10% of the total rental fee (whichever is greater) must be sent to SCU•Presents along with one copy of the signed rental contract no more than 14 days after the date the contract was written, as specified on the contract.

## **Staff**

An SCU•Presents staff member must be present at all times because of the technical complexity of the Mayer Theatre and the Recital Hall. At least one SCU•Presents technician and an SCU•Presents house manager will be assigned to work all events at SCU•Presents venues. The number of technicians necessary is at the sole discretion of SCU•Presents staff, and will be determined based off of client consultations along with the information provided on the *Request For Booking* and *Event Information* forms.

## **Cancellations**

Event cancellations must be communicated to the SCU•Presents Business Manager in writing (SCU•Presents, 500 El Camino Real, Santa Clara, CA 95053) or via email (tsciolla@scu.edu). Your non-refundable security deposit will be forfeited at the time of the cancellation. Cancellations less than 5 days will be responsible for all costs already incurred toward their event.

## **Date Changes**

Clients needing to change their reservation date are allowed a one-time transfer to a new reservation date, scheduled within six months of the original reservation date. If the date is changed a second time, a \$45 administrative fee will apply to booking the new reservation. If a new reservation date is not available within six months of the original reservation, the date change becomes a cancellation and all cancellation policies apply.

## **Rental Fees**

SCU•Presents provides comparable rates, and at times discounts may be available. Non-profit organizations may be asked to provide proof of Non-profit status before a reservation is secured. A total rental fee, based on the scope of the reservation, is included in the rental contract. Alterations to the scope of the reservation may change the total rental fee. Any changes to the rental contract on or before the event must be approved in writing by an SCU•Presents staff member and rental client through the use of a *Contract Addendum* Form. In order to secure the reservation, a non-refundable deposit of \$100 or 10% of the rental fee (whichever is greater) must be sent to SCU•Presents no more than 14 days after the date the contract is written. SCU•Presents reserves the right to cancel a reservation if the non-refundable deposit is not received by the due date. Clients may call or e-mail the Business Manager to confirm that this payment was received.

You will be invoiced after your event and the remaining balance is due as follows:

### **New Clients:**

New Clients must pay the entire rental fee in full, no less than 5 business days prior to their event date. Additional fees incurred during the reservation will be invoiced following the reservation, and will be due within 14 days of the reservation date. A 10% late fee will be assessed for any unpaid fees owed after 30 days. Additional payment details are included in Section II of the rental agreement.

### **Preferred Clients with Accounts in Good Standing:**

Starting July 1, 2013, 25% of the balance of the rental fee is due 7 days before the event. Additional fees incurred during the reservation, will be invoiced following the event and payable 14 days after the reservation date. A 10% late fee will be assessed on any unpaid fees owed after 30 days. Additional payment details are included in Section II of the rental contract.

## Late Fees

Unless otherwise stated on the rental agreement, a \$30 administrative fee will be charged for signed contracts returned less than 30 business days prior to the reservation date, and a \$50 administrative fee will be charged for insurance certificates received less than 5 business days prior to the reservation date. A 10% late fee will be assessed for all remaining balances not paid within 14 days of the reservation date. Clients can call or email the Business Manager, Tina Sciolla (408-554-4565 or [tsciolla@scu.edu](mailto:tsciolla@scu.edu)) to confirm these items have arrived.

## Insurance

Renters must provide documentation of a \$1 million comprehensive, general liability insurance policy naming Santa Clara University as the additional insured for their event.

1. **The certificate must list the certificate holder as:** Santa Clara University, 500 El Camino Real, Santa Clara, CA 95053.
2. **The remarks section of the certificate should include the following language:** *Santa Clara University, its officers, trustees, officials, employees and volunteers are named as an additional insured on the General Liability policy.*

SCU•Presents also offers the option for renters to purchase the required insurance through our online Tenant User Liability Insurance Program (T.U.L.I.P.). Please contact the Business Manager, for more information. Instructions are also posted on our website.

## General Policies and Information

### Food and Beverage

Food and beverages are not allowed inside the Mayer Theatre or the Recital Hall at any time. Any food or beverages served in the lobby before, during intermission, or after an event can be provided by one of the following on-campus food services:

Adobe Lodge Catering  
<http://www.scu.edu/adobelodge/>.

Mission Catering at Santa Clara University  
<http://catering.cafebonappetit.com/SantaClara/>

If a client would like to have catering provided they must go through the SCU•Presents Business Manager.

All set-up must occur during the contracted rental time. It is the responsibility of the client to place catering orders for their event. Violation of this policy may result in a \$500.00 fine. The client should include any information regarding set up times on the *Event Information* form.

### Alcohol

The service of alcoholic beverages is governed by the state of California's Alcohol Beverage Control Commission (ABC). Alcoholic beverages can only be provided and served by licensed, SCU vendors Mission Catering and the Adobe Lodge. Alcoholic beverages may not be removed from designated locations nor carried throughout the building.

### Concession Sales

SCU•Presents may accept requests to provide concessions for an event (service fees may apply). SCU•Presents may, at its discretion, choose to provide concessions at any event taking place at a SCU•Presents venue.

1. Requests for concessions to be sold at an event should be made to SCU•Presents at least 10 days prior to the reservation date.
2. SCU•Presents is under no obligation to provide concessions for an event.
3. All concession food and beverages must be purchased by SCU•Presents and sold by trained SCU•Presents front-of-house staff.
4. Clients may be charged for the service of providing concessions, and all proceeds from concession sales will go directly to SCU•Presents.

### Box-Office and Ticketing

SCU•Presents may, at its discretion, accept requests (service fees apply) for Box-Office and ticketing services. Please contact the Business Manager to discuss options.

## Cleaning

Cleaning fees are at the discretion of the Business Manager and may be applied to your rental fee at \$35 per hour. If your event is contracted for an 8-hour day, you must pay a flat rate of \$140 for cleaning. (Fees can be waived at the discretion of the Business Manager).

## Damage

The organization of record (the group or individual named on the contract) will be financially held responsible for damage to the building, contents, and/or equipment. Non-University clients should reference their contract for liability information and insurance requirements.

## DVD Use

The University observes appropriate Federal Copyright law and all licensing agreements. University and Non-University clients are responsible for renting videocassettes/DVDs through appropriate licensed film distributors.

## Guests

University and Non-University clients are responsible for their guests and the actions of their guests. Please reference the Santa Clara University policy for guests, <http://www.scu.edu/benson/bmcpolicies.cfm>.

## Non-Smoking Campus

Santa Clara University has adopted a smoke-free and tobacco-free policy on the University campuses beginning July 1, 2015 for students, staff and guests. Please reference the policy, available on the University website, <http://www.scu.edu/hr/smoke-free-policy.cfm>.

## Security

At the discretion of SCU•Presents, Campus Safety or other bonded security agencies may be required for an event. The charge for this service will be borne by the reserving organization

## Important Contact Information

### Business Manager

First point of contact for all booking related questions.

**Tina Sciolla**  
[tsciolla@scu.edu](mailto:tsciolla@scu.edu)  
phone: (408) 554-4565  
fax: (408) 554-2171

### Mailing Address

**SCU•Presents**  
**Santa Clara University**  
**500 El Camino Real**  
**Santa Clara, CA 95053-0341**

### Production Manager

For all technical or set-up questions once booking has been made.

**Carolyn Guggemos**  
[cguggemos@scu.edu](mailto:cguggemos@scu.edu)  
phone: (408) 551-1853  
fax: (408) 554-2171

Our office is located on the Santa Clara University Campus on the second floor of the Music and Dance Facility, office number 222. The Music and Dance Facility is located on the corner of La Fayette and Franklin streets. For a detailed map and parking information please refer to the SCU website:

<http://www.scu.edu/map/>

### Questions?

**We are happy to assist you and are available by phone or e-mail during regular office hours.  
Monday through Friday, 9 am to 5 pm, except during University Holidays**