

USAGE POLICIES

MAJESTIC THEATER AT THE LEVAN PERFORMING ARTS CENTER
25 CARLISLE STREET -- GETTYSBURG, PA 17325

ORGANIZING PRINCIPLES

The Majestic Performing Arts and Cinema Center is owned by Gettysburg College, and operated under the following Organizing Principles established by the theater's Executive Committee of community and college representatives:

- Program a diverse series of professional touring artists to enliven and enhance the cultural life of the whole community and its visitors, including people with disabilities;
- Exhibit films daily according to the interests of the community and the evolving marketplace;
- Present a balance of college & community produced events;
- Contribute to the economic vitality of downtown and the growth of regional tourism; and
- Meet the highest organizational standards for professional practices, facility maintenance, and fiscal responsibility.

AUTHORITY OF EXECUTIVE DIRECTOR

The Majestic's Executive Director is invested with the overall responsibility to manage the facility, book its shows, and schedule rentals. He is responsible for fulfilling the theater's organizing principles. He is authorized to negotiate promotional agreements and license contracts with groups, individuals or companies for the presentation of performances and/or other activities in all facilities.

USAGE POLICIES

MAJESTIC THEATER AT THE LEVAN PERFORMING ARTS CENTER
25 CARLISLE STREET -- GETTYSBURG, PA 17325

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Rental Client (Client) shall comply with all rules and regulations governing the Majestic Performing Arts and Cinema Center (Majestic) and all applicable rules and regulations governing Gettysburg College. Rental Client shall not discriminate against any person on the basis of race, color, religion, ethnic or national origin, age, gender, marital status, sexual orientation, or disability.

The Majestic welcomes all audience members and strives to make its programs, performances, events and facilities accessible to people with disabilities. The Majestic provides these accessibility services and facilities at all performances: assistive listening system, elevator, large print programs, parking, restroom facilities, public telephones and TTY, and wheelchair accessible entrances and seating.

Client shall provide the Majestic's technical staff with a line-level output feed from its sound board for the assistive listening system. If the Client's performance is not amplified, the Client agrees that the Majestic's technical staff shall provide a line-level output feed for the assistive listening system.

Client shall provide the Majestic's accessibility coordinators with a minimum of twenty (20) large print programs (Arial font, 18 point, one and one-half (1 ½) line spacing, on 8 ½" x 11" non-glare paper), which contain all text material available in the regular-sized print program.

Client agrees that the Majestic's accessibility coordinators shall determine the location of the captioning display or interpreter(s) when either or both of these services are requested. The location shall be such that seated audience members using the service may comfortably and simultaneously, without having to swivel their heads, see both the stage and the captioning display and/or interpreter(s).

In most instances, the Majestic accessibility coordinators shall place the computer-aided realtime captioning (CART) LED display on the stage in the same plane as the performers and approximately two feet (2') above the stage floor.

In most instances, the Majestic accessibility coordinators shall place the sign language interpreter(s) on the stage, in the same plane as the performers in the down right center area.

Sign language interpreter(s) must have direct lighting during the performance. The sign language interpreter(s) shall be illuminated by at least two instruments, which are focused so that there are no shadows or dark areas on the interpreter(s)' face(es), torso(s), arm(s) or hands. Lighting for the sign language interpreter(s) is at full discretion of the Majestic accessibility coordinators.

USAGE POLICIES

MAJESTIC THEATER AT THE LEVAN PERFORMING ARTS CENTER
25 CARLISLE STREET -- GETTYSBURG, PA 17325

Client is responsible for providing notice of additional accessibility accommodations by disseminating this information through advertising, marketing, promotion and publicity controlled by the Client:

This text must appear in brochures, news releases, newsletter articles, etc. In brochures, the text must be accompanied by the international symbol for accessibility. The symbol is available as a free download from

<http://www.gag.org/res/das/DAS%20Symbols/whlchr-p.tif> or

<http://www.gag.org/res/das/DAS%20Symbols/whlchr-n.tif>.

The Majestic Performing Arts and Cinema Center features a variety of accessibility services and facilities. Assistive listening devices are available at all performances. Audio description, Braille programs, captioning, and sign language interpretation may be available when requested at least three (3) weeks before the event and are subject to the availability of appropriately skilled providers and are supplied at the discretion of the management. For more information contact the Majestic Performing Arts and Cinema Center box office at (717) 337-8200 or majestictheater@gettysburg.edu for information.

This text, accompanied by the by the international symbol for accessibility must appear on posters, fliers, and print advertisements:

Majestic Performing Arts and Cinema Center Box Office
(717) 337-8200 • MajesticTheater@gettysburg.edu

Should the Majestic incur expenses for providing audio description, Braille programs, CART (computer-aided realtime captioning) and /or sign language interpretation, these expenses shall be billed to the Client at cost.

USAGE POLICIES

MAJESTIC THEATER AT THE LEVAN PERFORMING ARTS CENTER
25 CARLISLE STREET -- GETTYSBURG, PA 17325

Because there will be a heavy demand for using the theater, the Executive Director will employ the following Usage Policies in order to achieve the theater's Organizing Principles:

1. The scheduling of public performances and arts events will receive priority over private performances and non-arts events.
2. The Majestic reserves the right to give scheduling priority to a rental that involves a greater number of performances over a rental that involves a fewer number of performances.
3. No event will be automatically scheduled. The Majestic recognizes the need for some events to occur at approximately the same time every year and every effort will be made to accommodate annual events. Dates are confirmed when a contract is signed.
4. Repeat rental customers will be given scheduling priority over first-time renters.
5. The Majestic reserves the right to schedule more than one activity in different areas of its facility at the same time when it is feasible to do so.
6. The Majestic Theater will not be rented for an event which will damage the facility.
7. The Majestic may deny rental of any part of the facility if, in its professional opinion, there would be an excessive or unfair degree of competition as a result of bookings of a similar nature in the same promotional period of time, or if said rental request is not in the best interests of the Majestic.
8. The annual number of scheduled events will in part be determined by the capacity of the theater's professional staff to ensure the well-ordered management of all events.
9. All catering needs must be arranged through the Food and Beverage Manager of the Majestic Concessions Corporation, a subsidiary, for-profit corporation of Gettysburg College. The Majestic Concessions Corporation holds the theater's PA Liquor License, and is responsible for the serving of all alcoholic beverages in the performing arts and cinema center. All concession revenues dedicated to offsetting the cost of facility management.
10. Renters who habitually violate the theater's Usage Policies may be denied future use of the theater's facilities.

USAGE POLICIES

MAJESTIC THEATER AT THE LEVAN PERFORMING ARTS CENTER
25 CARLISLE STREET -- GETTYSBURG, PA 17325

USAGE PRIORITY

Gettysburg College annually provides financial operating support to the theater, thereby, subsidizing every performance of college, community and commercial users alike. In addition to the Usage Policies stated above, requests for use of any space will be determined by the Executive Director on the basis of the following priority:

- Priority I:** The Majestic Theater Performing Arts & Film Series.
- Priority II:** Gettysburg College Users (approximately 15 events and attendant rehearsals to be determined by the President and Provost's Office):
Deadline for requests is March 1st for rental dates in the next theater season (September through August).
- Priority III:** Local Non-Profit Organizations: Deadline for requests is April 1st for rental dates in the next theater season (September through August).
- Priority IV:** Commercial Companies: Deadline for requests is April 15th for rental dates in the next theater season.
- Priority V:** Non-Arts Events: Deadline for requests is April 15th for rental dates in the next theater season.

Following the scheduling of Priority Rentals, additional rental reservations with deposits will be considered on a first-come, first-serve basis. Contracts and deposits must be made 90 days in advance for use of all spaces.

USAGE POLICIES

MAJESTIC THEATER AT THE LEVAN PERFORMING ARTS CENTER
25 CARLISLE STREET -- GETTYSBURG, PA 17325

POLICY FOR USERS

1. Storage is limited in the Majestic. All equipment, props, scenery, and costumes must be removed from the building after the conclusion of your event. Equipment that is not removed promptly may constitute an additional rental charge.
2. The Majestic is not responsible for items left on the premises after a given event.
3. Items that cannot be removed at the time of your Event, must be approved in advance by the Technical Director and moved to a location off the stage area.
4. Any damage to the building during the user's Event will be charged back to the user at cost plus 20%.
5. Excess trashing of the building above normal usage will result in an additional cleaning cost at \$50.00 per hour for the duration of the clean-up.
6. The Majestic Management has the right to remove from the building any person that is disruptive to an event, safety, or staff, or the general management of the building; including abusive and harassing behaviour.
7. Rental charges include: pre set-up, load-in, set-up, rehearsal, performance, load-out, and restoring the theater to standard conditions.
8. Labor starts ½ hour before load-in time.
9. Labor is based on ½ hour increments.
10. All Majestic equipment will be controlled by Majestic personnel. User's personnel need prior approval from the Technical Director, but this may not reduce Majestic personnel.
11. The number crew members and hours they work will be based on the technical needs of the event. At all Events, the Technical Director will make the final determination of requirements.
12. All scenery, curtains, drops, and props must be flame-retarded.
13. Cardboard props, or scenery are not allowed, unless the cardboard has an UL fire retarded rating.
14. In all Safety and Structural matters the Technical Director has the final decision.
15. There is NO SMOKING in any part of the Majestic Theater. Smoking is only allowed outside of the building away from entrances. The only exception is when smoking is part of the stage production.
16. Open Flame including candles is not allowed on stage without permission from the Technical Director.
17. No pyrotechnics or open flames are allowed without a Fire Marshall permit and advance permission from the Technical Director. The person using the pyrotechnics must be licensed.
18. No Food or Drinks are allowed in the Majestic Theater. Drinks are allowed on stage, but must be kept away from equipment. Food and Drinks are allowed in Cinema One and Two during movies only.
19. All technical riders, information sheets, and contact sheets must be into the Technical Director two weeks before the event. Failure to provide this information to the Technical Director will add additional labor cost plus possible loss of equipment and set-up needs for the event.

USAGE POLICIES

MAJESTIC THEATER AT THE LEVAN PERFORMING ARTS CENTER
25 CARLISLE STREET -- GETTYSBURG, PA 17325

20. In the event that the Technical Director is requires to work the event as a crew member, his labor cost will be doubled that of regular crew cost.
21. The stage crew requires a 15 minute break during a four hour call. After four hours a meal break is required. If the meal break is not possible, the user will provide a meal for each crew person.
22. Only Trained personnel may work the fly system
23. Only authorized personnel can operate the personnel lift
24. Do not block aisles, hallways, doorways, fire equipment, and electrical panels
25. At no time can fire exits be blocked or locked
26. At no time can exit signs, stair lights, seating lights, or hallway lights be turned off, or dimmed.
27. All cables running across doorway, stairs, or in user pathways must be taped down or carpet
28. During rehearsal the Stage door is the only door open for entry.
29. Vehicles may unload at the loading dock but must be removed after unloading.

I have read and understand the usage policy listed above. Our group agrees to abide by the policy set forth.

Representative of Organization

Date