

Rental Rules & Policies

All individuals/organizations renting spaces from North Carolina Theatre Conservatory must read and agree to all items below before reservation, and the person(s) signing below is responsible for ensuring all members/guests of the rental comply.

Reserving a Space:

1. All rental requests must be made with enough advance notice for personnel to be scheduled/spaces to be prepared. For performance events, this can range from 15 days to 1 month (depending on rental needs); for non-performance events this can range from 1-2 weeks. Requests made without enough notice may be denied.
2. Renters must pay a deposit in advance to reserve their spot on the calendar; if no deposit has been made, the dates may be released to other renters. Deposits will be half of the overall cost of the rental at the time the reservation is made- any added cost, from additional rental fees agreed upon to damages incurred, will be added to the second payment due at the start of the rental or an additional invoice post-rental, if necessary, charged to the card information on file.
3. Cancellations must be made at least 2 weeks in advance for non-performance rentals, and at least 2 months in advance for performance rentals, for the deposit to be partially refunded. If costs have been incurred for any preparations specific to the rental before its cancellation (including loss of other potential rentals for the scheduled time of said canceled rental), that amount will be deducted from the money refunded.
4. For any “no-show” rentals (who do not arrive in the first half of the timeframe of the rental, without notice) the full cost of the rental will be charged and on-site staff may be released (e.g. for a performance event where day is 8 hours, if the renter does not arrive within 4 hours, the rental is canceled and the staff will be released and sent home; for a two-hour practice room or dance studio rental, if the renter does not arrive within the first hour, the rental is canceled and the staff will be released and sent home).
5. NC Theatre Conservatory will have an on-site staff member for load-in/out and all public events who will unlock the exterior doors to the appropriate space(s). No exterior doors are to be propped or blocked open at any time- any times when the front doors need to be unlocked must be communicated to the rental manager at the time that the final Rental Pricing Package is confirmed (see below).
6. A final Rental Package must be finalized and confirmed at the time of deposit. If any elements are still not confirmed at that time, these must be finalized at least three weeks before any performance events, which will include all space setup requirements (including use of basic inventories, risers and chairs, any additional technical elements being rented), all on-site rehearsal and performance times (to inform when on-site staff is needed to unlock front doors), etc., and farther in advance is preferred. Anything not agreed upon at the time of deposit is subject to availability and may not be an option for the rental (including access to loading docks).
7. If your performance rental requires changes or additions to any of the basic packages (such as wanting any lighting design or cues, additional sound equipment including any microphones, etc.), YOU MUST SCHEDULE AND ATTEND A TECHNICAL MEETING with theatre staff at least two weeks before your event and you MAY BE REQUIRED to hire additional technical assistance.
8. For non-performance rentals, management reserves the right to move customers to a space of equal or greater value with the same equipment.
9. Management reserves the right to remove anyone who violates any of the terms of this agreement.

General Terms:

1. No Renters are permitted to use any tools or materials from the Conservatory at ANY TIME unless explicitly agreed upon in the rental package, with a qualified NC Conservatory technical staff member present.
2. The renter will only use the area(s) assigned. Lobbies are shared spaces unless otherwise specified and must be respected as such (keeping volume down, not leaving/storing items, etc). Any presence of renters in spaces not booked may result in a charge up to the cost of the daily rental rate of that space.

3. The renter shall observe their schedule for setup, events, and load out according to this agreement to ensure that no other scheduled event is interfered with. Spaces will not be accessible until the approved start time of the rental, and any time spent in the building past the approved end time will incur an overtime fee of at least \$50/hr. (See also the Rule 4 for no-show rentals on pg. 1)
4. No equipment or other property belonging to the Conservatory is to be removed from the space or relocated within the space unless agreed upon in the rental package.
5. Smoking and use of e-cigarettes is prohibited inside all spaces. No use of atmospherics, haze, fog, smoke, etc. is permitted on the premises without explicit permission and meetings with the technical staff to coordinate safety protocols.
6. All events conducted at NC Theatre Conservatory are subject to the applicable ordinances of the City of Raleigh, including the noise ordinance. The renter shall be responsible for event compliance. If the renter is concerned about the noise ordinance (i.e. will be utilizing outdoor sound amplification), the rental manager should be consulted in advance of the event date to review and discuss options.
7. A violation of any of the provisions described within this agreement, posted notices within the spaces, or changes/additions to the above terms agreed upon before the event may, at the sole discretion of NC Theatre Conservatory, result in a damages charge.

Payment:

1. A deposit to cover the pre-rental setup will be required to confirm your rental reservation. (See rule 2 about deposits on pg. 1) Full payment of the remaining balance must be made at or before the start time of the rental.
2. Payments may be made by credit card via Jumbula, invoices will be sent via email. If any other form of payment is required, this must be agreed upon at the time of booking.
3. These rules are regulations that must be followed for the preservation and upkeep of rental areas out of respect for all people and organizations who utilize these spaces. Please treat the space and the items therein with respect, as if they were your personal property. Damages will be charged to the renter, and extensive damages may forfeit any future rentals.
4. Do not place masking tape or duct tape to mark the stage. You may only use gaff tape, spike tape, or glow tape. You or your organization must supply these items or purchase them through NC Theatre Conservatory in your rental agreement in advance of your rental.
5. Nothing (including promotional items, merchandising items, posters, etc.) may be attached to the wood or plaster walls, tables, bars, or surfaces of any spaces. If this occurs there will be a damage fee. Reach out to the rental manager with any questions.
6. Minimal screwing into the floor is allowed in performance spaces. Reach out to the rental manager first if you are unsure about the use of screws.
7. NC Theatre Conservatory is not responsible for stolen or damaged personal property. Any items brought into the space must be insured through outside sources. Any props, tools, ladders, etc. brought into the space must be removed, and rented items returned to their correct spot. Items left behind after a rental will be disposed of. For multi-day rentals, take all personal belongings home each day.
8. Pick up and dispose of all trash and recycling in the proper receptacles. The trash in common areas (e.g. the lobby, bathrooms) is removed by the cleaning crew four times a week, but any overflowing or pungent trash must be removed by the renter to the outdoor dumpsters,
9. Do not place liquid items or food near or on the light and soundboards, or any electrical equipment.
10. Do not drag chairs across the floor as this causes damage to both the chair and flooring. Dollies are available for moving chairs (which must be stacked 10 high, no higher) and re-set in their original locations at the end of the rental.
11. Turn off all electrical equipment as instructed (light and sound boards are left on during rentals, check in with the rental manager if you have questions). See additional information about the locations of light switches.
12. Do not move any items unless specific permission has been granted. This includes steps, sub-speakers, or guard rails that are in the theatre. Chairs/furniture may be needed but **MUST NOT BLOCK ANY DOORWAYS OR WALKWAYS AS**

THIS IS PROHIBITED BY THE FIRE MARSHALL and must be returned to their original arrangement at the end of the rental. If you have any questions about doorways and walkways, reach out to the rental manager.

13. Do not adjust the thermostats. Consult your on-site staff member if there is a temperature problem. If an adjustment is made, it must be reset at the end of the day.
14. Parking lots are shared with other businesses and venues- any parking within the Kennedy Space Center complex is available for you/your patrons.
15. All building signage must always be visible and must not be altered or covered, including bathroom signs, exit signs, etc.
16. Pyrotechnics, smoke machines, bubble machines, snow machines, and the like are prohibited. If these items are used on the property, the fire alarms will go off and the renter will incur a penalty fee. Atmospherics must be rented through NC Theatre Conservatory, and a Fire Watch personnel must be hired through NC Theatre Conservatory to be on-site for the duration of usage.
17. All decorations must be free-standing. Fastening or adhering anything to the walls, doors, windows, etc. is prohibited. Scenery may be secured to the floor using wood screws, though any excessive damage to the floors may incur a fee. Reach out to the rental manager beforehand if you have any questions about this.
18. Candles can be used if they are accompanied by a holder that will catch the wax. All candle styles/amounts must be pre-approved by the rental manager. All candles must be placed out of the reach of children and must be extinguished after the event.
19. Helium balloons are not allowed. Any pieces of popped balloons must be properly disposed of after the event.
20. Other prohibited items inside include confetti/confetti sprinkles on tables, crepe paper, glitter, sparklers, birdseed, rice, potpourri/powerful fragrances, silly string, and other materials. Ask the rental manager for approval if you are unsure about the use of any item.
21. Writing on any mirrors is not allowed.
22. Tap shoes may be used ONLY in the Black Box Theatre or Small Dance Studio if approved before the beginning of the rental. Please speak with the rental manager if you want to inquire about tap shoe use in any other spaces.
23. Unless otherwise discussed in advance, only one (1) table is allowed in the lobbies for purposes such as registration, guest books, gifts, etc. This table may be brought in or can be provided by NC Theatre Conservatory if arranged in advance.

Use of Equipment:

1. Any items rented from NC Theatre Conservatory must always remain in the space. Only items that have been specifically agreed upon in advance may be moved around among spaces; all other items must remain in their set location (i.e. risers, lighting instruments, speakers, boards, cabling, etc.).
2. DO NOT TOUCH any tools or equipment not specifically outlined in your rental agreement. Scenic and Costume areas are strictly off-limits unless specified in advance.
3. Any damage to equipment that has been rented will incur a damages fee to be charged to the renter, either to repair the damage or replace the item. Any damages to the facility or other items in the spaces will also be charged to the renter (including damage to walls, furniture, etc.).
4. Anything unplugged must be plugged back in as it was found, and vice versa. Any cabling rented from NC Theatre Conservatory must be coiled properly (or returned as rented, i.e. if it was already run and plugged in it can remain that way). This includes re-setting cables/wiring in the grid for lighting and sound that are adjusted during rental use.
5. Cleaning: for one-day rentals, we ask that you pick up after yourself and dispose of all trash in proper receptacles. For multi-day rentals, the following (and any additional cleaning desired/needed) must be completed by the renter as needed throughout the rental. Extra supplies (trash bags, toilet paper, paper towels, etc.) are stored in the female bathroom - ask your rental manager or on-site staff member where these are located. (a) All trash containing any perishables (food) must be bagged and taken to the dumpsters. When receptacles are full, as well as once a week, and at the end of the rental. A rolling trash can must be used to transfer bags to the back door of the dumpster to avoid any drips/mess. (b) To avoid damage to the flooring, the renter will inspect the floors to make sure all liquid is removed from the floor after the event. (c) Any trash, bottles, cans, etc. left outdoors must be collected and placed in the

proper receptacle before leaving. (d) The kitchen/break room area, if used, must be cleared out and all debris removed from the sinks.

6. DO NOT take items from the NC Theatre Conservatory offices or desks. The offices are not included as a part of your rental spaces and are OFF LIMITS to all renters. The copy machines, computers, and printers are NOT for public use. If you are operating a box office for your show, please make arrangements for your change, tickets, etc.

Marketing & Publicity:

1. Any promotional items/materials/publicity/etc. that include NC Theatre Conservatory's logo or location information must be approved by NC Theatre Conservatory before they are dispersed. It is the responsibility of the renter to ensure patrons/guests are aware of the location at 3043 Barrow Dr building.
2. NC Theatre Conservatory is not responsible for marketing or promotion of rental events at the theatre and is not required to distribute information to our patrons, post information on our website, or otherwise promote the event for the renter.

Security & Safety:

1. For all public/event rentals, a Certificate of Insurance is strongly recommended, with coverage in full force and effect. For non-event rentals (e.g. a private class or rehearsal), a waiver may be requested to be signed by the renter and all attendees.
2. EMERGENCY CONTACTS: Fire or Ambulance/Emergencies: 911 Non-emergent problems: your on-site staff member, or the Conservatory Manager at classes@nctheatre.com
3. A representative from your organization/party should be in the theatre lobby at all times. The renter must be sure all doors to the outside are securely closed before you leave and that lights are turned off.
4. NC Theatre Conservatory has security cameras throughout the spaces and will use the footage to investigate any damages, missing inventory, etc. if necessary.
5. NC Theatre Conservatory does not accept cash payments and uses Jumbula to process all payments. Renters are responsible for informing patrons/guests as necessary.
6. If severe weather occurs, keep the audience in the building, away from windows. Follow all local/state instructions and guidelines and contact the rental manager if you have questions or concerns.
7. A first aid kit is located in the copy room in the main lobby. Ice packs are available. NC Theatre Conservatory assumes neither responsibility nor liability for the administration of drugs or medical attention by non-qualified personnel.
8. No alcohol is allowed on the premises unless discussed and approved ahead of time, and under all NC and local laws (i.e. no alcohol served before 10 am on Sundays, etc.).

End of Rental Expectations:

1. The renter is responsible for returning the space to its original setup/arrangement as found upon arrival, including sweeping the floor with the provided push broom(s) for any large/obvious messes, replacing any moved furniture, anything unplugged/plugged in, all trash/recycling disposed of in proper receptacles (as specified above), any mess cleaned up, all personal items removed, and all other requirements listed above.
2. Return any items rented from NC Theatre Conservatory to the on-site staff member if applicable or leave them as/where you retrieved them. Use this equipment as if it were your own, any damage made will be charged to the renter.