

POLICY FOR USE OF KENNEDY THEATRE

The John F. Kennedy Theatre on the University of Hawai'i at Mānoa campus is **not a rental facility**. All facilities are used primarily by Department of Theatre and Dance as a site for its productions. Because of the heavy demands of rehearsal and production schedules the theatre is **rarely** available for other use. The following guidelines will govern the occasional use by other users:

1. Use of Kennedy Theatre is limited to events cosponsored by the Department of Theatre and Dance or to events which are sponsored by University affiliated departments or organizations. Priority is given to events which are deemed to enhance the educational mission of the Department of Theatre and Dance.
2. Users will be required to use Kennedy Theatre technical staff and front-of-house staff as indicated by theatre staff.
3. Users will be assessed a minimum \$250 fee to cover costs of theatre personnel, equipment use and general maintenance of the theatre. Users may be required to pay an overload or overtime fee to any Kennedy Theatre regular staff members (Technical Director, Associate Technical Director, Theatre Manager, Costume Shop Manager, Custodian) who are required to work on the project. Exact fee to be determined based on project demands.
4. Events that are open to the public must clear all publicity materials through theatre manager before publication.
5. Events for which advance tickets will be sold must clear sales method with Theatre Manager. If Kennedy Theatre Box Office is able to be staffed, tickets must also be sold at the Kennedy Theatre Box Office. Users must reimburse for all box office service charges and for staffing costs and must provide a University of Hawaii account number for depositing of funds. Users will not be allowed access to the Kennedy Theatre Box Office at any time.

All events will be sold reserved seat unless request for general admission sale has been preapproved by theatre manager.

Events that are free should also clear admissions and/or ticketing procedures through Kennedy Theatre Manager.
6. For safety reasons, seating will be limited to capacity of theatre (630) at all times.
7. Events open to the public must be prepared to provide disabled accessibility upon request (sign language interpreter, printed materials in alternate formats, etc.)
8. Users must clear all technical requirements through Kennedy Theatre technical director.

KENNEDY THEATRE ! REQUEST FOR USE

Sponsoring Organization or Individual: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: Day _____ Evening: _____ email: _____

Date(s) requested: _____

Publicized beginning time(s) of event: _____

Length of event: _____

Time(s) requested for access to facility: _____

Is there a proposed admission charge?

If yes, give details of price structure and charging:

Expected audience size & composition:

Give a brief but specific description of event:

Number of persons on stage:

Number of supporting staff involved in the event:

What technical requirements do you foresee for staging the event - lighting, sound, etc.:

What set-up and/or rehearsal requirements do you have that will need the theatre facility?

Will you require any Kennedy Theatre supporting facilities (dressing rooms, upper lanai, lower lanai, lobbies, scene shop) and for what purpose (waiting area, receptions, etc.)?:

Signature of Requestor: _____

Date submitted: _____