

EVELYN RUBENSTEIN JEWISH COMMUNITY CENTER OF HOUSTON
IW MARKS THEATRE CENTER
KAPLAN AND JOE FRANK THEATRES
POLICIES AND PROCEDURES

These Policies and Procedures are a part of your rental contract with the Evelyn Rubenstein Jewish Community Center. When you sign your Rental contract, you are agreeing to abide by these policies and procedures.

EVELYN RUBENSTEIN JEWISH COMMUNITY CENTER POLICIES FOR THEATRE USAGE

No one is allowed in the building except during regular working hours (8am – 10pm Monday through Thursday; 8am - 6pm Friday; 1pm – 10pm Saturday, and 8am – 8pm on Sunday).

No performances may take place at the ERJCC between 6pm Friday to 6pm Saturday.

No work may take place during Shabbat or on all Jewish Holidays.

Rentals are for specific times/ rooms or areas of the building. Use of other rooms, areas or facilities is strictly prohibited, unless prior arrangements have been made.

FOOD AND DRINK: Food and non-alcoholic drinks that are permitted in the ERJCC and its theatre areas are subject to the following Center policy restrictions:

1. Only Kosher food and drink may be brought into the ERJCC. If you are bringing food in, please be sure to consult our Kashrut policy.
2. **Food and drink distribution is restricted to the main lobby area.**
3. **Patrons must not bring food or drink into either theatre.**
4. Staffing, arrangement, operation, and sale/distribution of concessions are the responsibility of the presenter.
5. A cleaning fee of not less than \$50 will be associated with unpackaged food distribution.

ADVERTISING: **All promotional literature must list your event as taking place at: Evelyn Rubenstein Jewish Community Center, Kaplan Theater, IW Marks Theatre Center, however, no advertising material may be distributed with the “IW Marks Theatre Center”, “Kaplan Theatre”, “Joe Frank Theatre”, or “Evelyn Rubenstein Jewish Community Center of Houston” names on it before a contract with the appropriate deposits and fees have been finalized. All advertising material must contain an informational and/or ticket ordering phone number belonging to the renting organization, not the Evelyn Rubenstein Jewish Community Center. Neither the Evelyn Rubenstein Jewish Community Center nor any of its departments will distribute information or tickets for the renting organization other than the renter’s informational phone numbers.**

BANNERS, SIGNS and Decorations: All signs, banners, ribbons or ropes hung anywhere within or on the grounds of the Evelyn Rubenstein Jewish Community Center must be approved **prior** to the rental time. All decorations in the Theater lobby area must be self supported. **No tape on walls.**

INSURANCE/LIABILITY: The presenting organization is responsible for providing event insurance coverage for both personal injury and property damage. **The renting organization agrees to be solely liable for all injury to patrons or performers, and for all damage done to ERJCC property, including**, but not limited to damages to personnel, patrons, facilities, or equipment. A Certificate of Insurance is required with the Evelyn Rubenstein Jewish Community Center as the certificate holder.

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Minimum coverage should be \$250,000/person Personal Injury (not to exceed \$500,000/occurrence) and \$100,000 Property Damage. **Audience members are strictly prohibited from going on stage or back stage before, during or after the performance. The renting organization assumes all liability for performers and audience members during their contracted periods in the theatre areas.** The renter agrees to reimburse the ERJCC for any loss or damage occasioned by this contract.

MEDIA ACCESS: It is the policy of the Evelyn Rubenstein Jewish Community Center that the print and electronic media may cover events or programs of groups renting the ERJCC facilities only with the written approval by the President of the Board of Directors or Executive Vice President, and then only if requested at least fifteen (15) days in advance of the scheduled event. A list of specific media to be invited is necessary for this request to be considered. The ERJCC will respond in writing to this request. **The ERJCC is a private, member-service agency, and does not wish their privacy or use of the facilities to be hampered or disrupted by media coverage of rentals. Groups using ERJCC facilities may not consider the rental contract as permission to invite the media.**

ROYALTIES AND RIGHTS: The renting and/or presenting organization is solely responsible for all royalties, rights, fees and licenses which must be paid and secured prior to use of copyrighted material.

VIDEO/AUDIO RECORDINGS: All rights, royalties, fees and expenses, and equipment necessary to record a renter's presentation are the responsibility of the presenter. The ERJCC is unable to supply equipment for such purposes. **There are (2) electrical outlets in the back of the audience section of the Kaplan Theatre.**

FIRE AND RADIATION: Any performance calling for the use of fire or radiation on stage or off stage must be approved prior to the signing of the rental contract. All applicable City of Houston and/or State of Texas permits must be obtained. This is the sole responsibility of the organization leasing the theatre space from the ERJCC. There should be **no open flames.**

HANDICAPPED PATRONS: There is reserved wheelchair seating in the rear of the Kaplan Theatre house. Wheelchairs are not allowed to block fire exits or aisles. Presenters are required to provide space at no charge for animals specially trained and being used to assist the mobility, hearing or visually impaired.

INAPPROPRIATE PATRONS: Inappropriate behavior on the part of the presenter, performers and/or audience may result in the cancellation or cessation of the event at the discretion of the ERJCC staff member. Inappropriate behavior includes, but is not limited to, the following:

- A. Obstruction of aisles, exits, doorways and emergency passages.
- B. Willful destruction of and/or damage to ERJCC property, facilities or equipment.
- C. Failure to abide by any of the rules and policies stipulated in this contract.
- D. Perceived danger to staff, patrons or performers.

SEATING CAPACITY : for the Kaplan Theatre is 302; for the Joe Frank Theatre is 125.

No standing room tickets may be sold. Any renter wishing to cancel a scheduled event must do so no later than thirty (30) days before the scheduled event. Failure to comply will result in the renter forfeiting their Deposit.

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ACCESS: No equipment or material may be delivered to the Kaplan or Joe Frank Theatres prior to the first scheduled date and time of your contact. All equipment and material must be removed immediately after

the final performance. The times of your theatre usage are strictly outlined in your contract and include set-up and strike time. **No one is permitted access to the theatres prior to your designated set-up time. Any additional time in the space will be charged at the hourly rate listed on the attached Fee schedule.**

EQUIPMENT: All rentals are “as is” and entitle the user to the use of the theatre spaces designated in the contract, with its lighting and sound equipment as they exist on the day of the rental. The Kaplan Theatre has a two-color wash for lighting and the sound consists of: one CD player, two border mics, or one podium with mic, or a handheld mic. The Joe Frank Theatre has basic lighting and two handheld mics. If more lights or sound are required, they can be obtained for an additional fee, which should be designated in your contract. ERJCC staff may be contracted to design and install specific light and sound designs for your performance. These arrangements should be made at the time of this contract.

No one is permitted to use the stage lighting, rigging, curtains, drapery, machinery, special effects, sound equipment, pianos, or other tools and/or machinery belonging to the theatre unless prior approval has been obtained, and then only under direct supervision of one of the ERJCC theatre’s approved technicians.

PERSONNEL: All events in the Kaplan and Joe Frank Theatres require at least one ERJCC Theatre Technician. All ERJCC equipment must be operated by ERJCC personnel, therefore, depending on specific technical needs, more than one technician may be required. If you need more than one technician, this should be included in your contract at \$30.00 per hour. The renting organization is responsible for paying all necessary technicians fees accumulated over and above the amount called for in the contract. Technicians receive a 1-hour meal break after 5 hours. Technicians are paid time and a half after 8 hours or if the meal break is skipped.

Any use of ERJCC or other departmental equipment not usually or permanently a part of the facility being rented will require the hiring of ERJCC Porter Staff for installation and/or set-up. The Porters are paid at the rate of \$15.00 per hour.

USHERS/BOX OFFICE/TICKET SALES: Presenters are responsible for providing their own ushers and box office staff. The ERJCC is not set up to sell tickets for renting organizations - this is the sole responsibility of the renter. Nothing should be moved, removed, or changed, and the room should be organized and secured at the conclusion of its use. **The box office should not be used to sell concessions.**

DRESSING ROOMS: The ERJCC and theatre management are not liable for items left in dressing rooms. Dressing rooms must be completely cleared of production and personal materials, and left clean immediately following the final performance.

STAGING ACCESSORIES/PROPS AND SET PIECES: No one is permitted or authorized to use any ERJCC Theatre sets, props, set or furniture pieces, set dressings, costumes, costume accessories or special effects. All set pieces, props, furniture brought in must be removed following the final performance.