

## **Cultural Center User Policies**

01. The facilities of Lander University are first and foremost here for academic purposes. The use of this facility, by the presenter (applicant) must not interfere with the academic mission of the University or regular activities and services. This includes but is not limited to the Auditorium, the Greenroom, the Recital Hall, dressing rooms, and scene shop.
02. The presenter (applicant) will be held responsible for the behavior and safety of performers, support personnel, and persons in attendance as well as any loss or damage incurred during occupancy; assessments, and charges will be made accordingly.
03. The presenter (applicant) is responsible for observing the laws of the State of South Carolina, City of Greenwood and County of Greenwood and the rules, regulations and policies of Lander University.
04. Each event will have one assigned representative of the University. The decisions of the assigned representative for the University in all matters regarding the event are final.
05. The rated capacity for the auditorium is 631 seats. This number is not to be exceeded for any reason. No one is allowed to sit or stand in the aisles during the show.
06. Hanging pictures, banners, or other items from walls, windows, doors, curtains, or other parts of buildings not specifically designated for that purpose is strictly prohibited.
07. No food or drink allowed on stage or in the auditorium at any time.
08. Sets and props must be delivered and removed within the reserved time and date.
09. Presenter must meet with auditorium crew at least two weeks prior to event to discuss technical arrangements.
10. The use of outside contractors must be approved in advance and meet with auditorium crew and presenter at least one week prior to the event to discuss arrangements.
11. Lander reserves the right to inspect all equipment, props, scenery, and rigging to be used in the event and may restrict or prohibit use of equipment if, in its opinion, it constitutes a danger to the safety or well being of any persons or the facility. The decision of the auditorium technical director or his representative in this respect is final.
12. Renter will not advertise this engagement until written approval for use of space has been given.
13. Video and/or audio recordings of performances for the purpose of resale are not allowed without written permission from the University.
14. All ushers, stagehands, chaperones, or other support personal supplied by the presenter must meet with the auditorium technical director prior to any rehearsal and / or performance.
15. Hallways are not to be used as dressing or holding areas. All persons associated with the performance should be in the assigned holding area or on stage and not walking the halls.

16. Only authorized personnel may use house systems.
17. Lander University will provide only those technicians required by the Facilities Use Agreement. Running crew, carpenters, and loaders are not provided.  
(\*See definition below.)
18. The use of supplies such as gaffe and spike tape is not guaranteed.
19. Permission for use of University pianos must be obtained through Dr. Anthony Lenti.
20. Lander University does not provide lighting designers by definition, we provide lighting technicians.
21. Smoking is not permitted in any building on the Lander campus.
22. One adult chaperone, over the age of 21, must be provided for every 15 participants under the age of 18.
23. Only one truck allowed to park at the loading dock while not loading or unloading. Vehicles parked around the loading area will be ticketed.
24. The use of open flame on stage is prohibited.
25. The presenter or group responsible for the event understands and must include in any publicity of the event the following statement: "Use of Lander's facilities does not necessarily imply University sponsorship."

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

\* Running Crew  
Persons used to move sets and props during rehearsal and performances.  
Persons used to prepare wardrobe for the show.

\* Carpenters  
Persons to construct and dismantle sets.

\* Loaders  
Persons used to load and unload trucks for the event.