



Specific Procedures for Theater and Auditorium Use

The Santa-Monica Malibu Unified School District has a number of high quality Theaters, Auditoriums and Amphitheaters. These spaces are the centers of the cultural life at our schools. They are the venues for our award winning Performing Arts programs. Making them available for rental expands the cultural and entertainment opportunities for our schools and local communities.

The District performing arts spaces are managed by the Theater Operations Office. The following regulations apply to all use of Theaters and Auditoriums:

1. Terms:
 - 1.1. A rehearsal may not, by definition, include more than 25 people in the audience section without prior approval of the Director of Facility Use. A rehearsal in violation of this standard shall be deemed and charged as a performance.
2. Insurance: The following minimum insurance will apply unless specifically changed in the rental agreement.
 - 2.1. Elementary Cafeteriums and Auditoriums, and the Humanities Center require General Liability coverage of one million dollars aggregate.
 - 2.2. Middle and High School Auditoriums and Amphitheaters require General Liability coverage of one million dollars per occurrence and two million dollars aggregate.
3. Use of Facilities: Please see General Procedures.
4. Machinery, Flammable Materials and Equipment: Please see General Procedures.
5. Personnel: Please see General Procedures.
6. Concessions/ Lobby Sales of Souvenir and Programs: The District retains the right to provide exclusive concession service. The items served and prices charged shall be at the discretion of the District. All concession fees belong to, and are reserved by and for the sole benefit and use of the District.
 - 6.1. Programs, records, tapes, and other similar media, may be sold if they relate to the performance and are sold in conjunction with Licensee's event. Licensee is responsible for payment of applicable sales taxes. All items to be sold must have the District's prior approval.
 - 6.2. Catering service may be arranged by Licensee, subject to prior approval by the Director of Facility Use. Licensee will be charged for clean-up of food preparation

and serving areas as necessary. The dispensing or sale of alcoholic beverages is strictly prohibited

- 6.3. Food and Drink are strictly prohibited in District Theaters and Auditorium and may only be in designated areas (i.e. Green Room in Barnum Hall).
7. Parking: Parking is not guaranteed unless stated in the rental agreement.
8. Signage and Advertising: Licensee shall not advertise any performances or the appearance of any performer on Premises unless agreements between all parties involved have been properly executed and provided to the District.
 - 8.1. Licensee shall not use the name of Santa Monica-Malibu Unified School District, Barnum Hall, Samohi, or the name of any District School in any way other than as the location for a particular event.
 - 8.2. Signs may be posted on bulletin boards provided for such use, upon the prior approval of the Director of Facility Use. Signs may not be placed anywhere else on the Property without the District's prior consent. Advertising material which does not pertain completely to the immediate attraction may not be circulated on the Property. Under no circumstances may advertising material be circulated in parking facilities or walkways adjacent to Property.
9. Copyright License: Please see General Procedures.
10. Filming Rights: There shall be no filming or recording other than for archival purposes unless both parties also sign the Filming Rider.
 - 10.1. Licensee grants permission to the District to photograph the event and use the photographs for promotional and archival purposes.
11. Compliance with Law and Rules: Please see General Procedures.