

CPA Usage Policy

The Licensee is ultimately responsible for upholding and communicating Center for Performing Arts (CPA) Policies and Procedures within their organization and to their patrons.

General regulations

Coordination with other users

It is understood that CPA is a multi-user venue and there will be other activities in the building simultaneously with the licensed use.

Smoking

Smoking is not permitted in any PGCC building or on PGCC property, including walkways, parking lots, and recreational areas. Licensee shall be responsible for seeking adherence to smoking regulations for all performers, technicians, management personnel, and others who take part in the production of an event.

Alcohol

The use or possession of alcoholic beverages is prohibited, unless provided by PGCC Dining Services. In accordance with PGCC policy, the possession/use, distribution, sale, or provision of alcoholic beverages to a person under age 21 by any person is prohibited.

Traffic and Parking

It is understood and agreed that the Licensee, its agents, employees, guests and patrons, will be subject to all PGCC traffic and parking regulations.

Venue regulations

Building Hours

All on site activities must occur within designated building hours of 8 AM to 12 AM. This time frame includes set up, event time, and clean up. Any activities that go beyond this time frame are subject to Pre/Post Building Hours fee.

Alteration and use of the premises

CPA venues are rented in "AS IS" condition.

Storage

Subject to space availability, Items required for performances may be delivered and stored at CPA three (3) days prior to an event with written approval. CPA is not responsible for loss or damage of stored items.

Food and Drink

Food and drink are *strictly prohibited* in the seating and performance areas of the venues.

Glitter

Under *no circumstances* is loose glitter permitted in CPA (applied as decorative and/or as body art).

Production and stage operations

For the following items, permission is required from the Associate Director, Production and Instruction, prior to License Agreement. Upon completion of the License Agreement, a Standard Operating Procedure (SOP) will be provided to the License.

- Aerial Performer Rigging Standards
- Atmospheric Effects Use
- Decorations and Theatrical Scenery
- Fire Curtain Operation Procedure
- Open Flame Use
- Stage Weapons
- Venue-related Emergency Procedure

Inclement weather policy

PGCC shall promptly notify Licensee of any **Emergency Occurrences**. We shall have the right to close CPA, in whole or in part, if it is determined, that conditions exist that render travel to or presence on the campus dangerous. PGCC will provide notice of an Emergency Closure to major television and radio stations in the Baltimore/Washington region and on-line at www.pgcc.edu. *The renter shall be responsible for notifying potential invitees how to obtain notice of Emergency Closures.*

PGCC shall not be liable for any costs, damages, or losses that result from an Emergency Closure. *Under no circumstance will PGCC issue a refund to the renter.*

CPA will make all reasonable attempts to reschedule the Licensee subject to availability of the spaces and staffing. *Rescheduling may not occur later than six (6) months from the original event date.*