



# **FACILITY USE POLICIES**

**Southern Kentucky Performing Arts Center (SKyPAC)  
601 College Street  
P.O. Box 748  
Bowling Green, KY 42012  
270/904-5000**

## TABLE of CONTENTS

USE POLICIES .....	3
BACK OF HOUSE.....	6
FRONT OF HOUSE .....	8
PUBLIC RELATIONS/COMMUNICATIONS & PROMOTION. ....	.11
TICKETING SERVICES & REGULATIONS .....	12
EMERGENCY PROCEDURES .....	13

# **Southern Kentucky Performing Arts Center (SKyPAC) FACILITY USE POLICIES**

## **ADHERENCE TO LAWS:**

No activities in violation of Federal, State or Local laws, ordinances, rules or regulations, or the opinion of the Board of Health, shall be permitted on SKyPAC premises, and it shall be the responsibility of User, while under the terms and period of the User Agreement, to adhere to this provision.

## **BONDING/ADDITIONAL SECURITY GUARDS:**

SKyPAC, at its discretion, may require such additional bonding as is deemed necessary and may require additional security guards in its sole discretion, provided by SKyPAC, to be charged to the User at established rates plus labor burden per the Use Agreement.

## **CLIENT/BACKSTAGE PARKING:**

Backstage parking will be by assigned permit in accordance with a signed contract. The number of spaces will be determined by SKyPAC Production Manager, two of which will be accessible spots for client/guest artists with disabilities. Parking is not guaranteed and may not be available to all Users at all times.

## **COLLECTIONS:**

No collections, donation or solicitations of money or goods of any kind, whether for charity or otherwise, shall be made or attempted on the SKyPAC premises without first obtaining the written permission of SKyPAC including any such solicitations or donations accepted as a part of the User's event.

## **CONCURRENT USE:**

SKyPAC reserves the right to rent other parts of SKyPAC at the same time as the rental of said premises to the User. The use of the lobby, vestibules, hallways, dressing rooms, green rooms and other public rooms and facilities made available to the User at the discretion of SKyPAC may be concurrent with the use of such others as SKyPAC may determine, provided that such renting to others shall not unreasonably interfere with the use of said premises of the User. User understands and acknowledges that he/she has no rights whatsoever to enter or use the areas other than those designated in the Use Agreement or otherwise specified in writing by SKyPAC, and that concurrent use of various spaces within SKyPAC reflects the intent of SKyPAC's community-based construction and operation.

## **DAMAGE/CLEAN-UP RESPONSIBILITY:**

User shall be responsible for any and all damages to SKyPAC facility and equipment caused by acts of User or User's agents, employees, patrons, guests and artists, whether accidental or otherwise. User further agrees to leave SKyPAC premises in the same condition as existed on the date User took possession, ordinary wear and use excepted. Any additional charges incurred because of an unusual amount of post-event clean-up will be borne by User.

## **EQUIPMENT:**

It shall be understood that while SKyPAC does not expressly warrant the condition or availability of any equipment or trade fixtures used within the building, SKyPAC agrees to use its best efforts to replace or repair equipment on a timely basis, but makes no guarantees that such equipment will be available to User at all times. SKyPAC stresses its desire to provide equipment to the User, and will make its best effort to provide the same in a repaired and usable condition. SKyPAC will notify User as soon as any condition is known to SKyPAC that may make a piece of equipment unavailable. It is understood that there are no implied warranties as to the condition of the building or building-owned equipment for purposes arising under the Use Agreement.

**HAZARDOUS CONDITIONS:**

User shall neither encumber nor obstruct walkways throughout the facility – for example, in front of the entrance to hallways, stairways, or lobby areas within the premises, nor allow the same to be obstructed or encumbered in any manner. User shall not prop doors open (or leave open for extended periods of time). User further agrees not to bring onto the premises any flammable materials, substance, equipment, or object which is likely to endanger the life of, or cause bodily injury to any person on the premises or which is likely to constitute a hazard to property thereon. SKyPAC shall have the right to refuse to allow any such material, substance, equipment or object to be brought on to SKyPAC premises and has the further right to require its immediate removal if found upon same.

**LICENSES AND FEES:**

User shall obtain and pay the fee for all licenses and permits necessary to conduct operations specified by the Use Agreement. User shall assume all costs arising from the use of patented, trademarked, franchised or copyrighted music, materials, devices, processes of dramatic rights used or incorporated in the Event.

**LODGING FORBIDDEN:**

User, or any person or persons claiming to be acting for the User, is/are prohibited from using SKyPAC as a sleeping or lodging accommodation.

**OBJECTIONABLE CONTENT:**

SKyPAC does not allow obscenity to be presented either on stage or in its art galleries. SKyPAC uses the “Miller Test” in its determination of obscenity. For a full copy of the language in this Supreme Court opinion, please contact SKyPAC Booking, Events, & Facilities Director.

Therefore, it is a condition of the Use Agreement with SKyPAC that the User notifies SKyPAC about the nature of the presentation. It is further a condition of the Use Agreement that SKyPAC has the right to require the User to include in all of its print, electronic and other media advertising, a statement notifying the public of any potentially objectionable nature of the presentation. SKyPAC has the right to require said notification, if, in the opinion of SKyPAC, the presentation may be potentially objectionable, regardless of the User’s notification to SKyPAC. Failure to comply with any element of this section places the Use Agreement with SKyPAC in breach and may result in cancellation.

**PARKING/DELIVERIES:**

Deliveries may be made via SKyPAC’s loading dock located at the rear of the facility and in the parking lot directly off Center Street. Access must be pre-arranged with SKyPAC personnel. All unauthorized vehicles parked on SKyPAC property will be towed at owner’s expense. Mail to be received by SKyPAC in advance of User’s arrival should be addressed to:

SKyPAC  
Attn: User or Artist’s Name  
601 College Street  
P.O. Box 748  
Bowling Green, KY 42102

**PUBLIC AREAS/USERS:**

User agrees to abide by the discretion of SKyPAC personnel concerning activities, dress, etc., of persons acting on behalf of User in public areas. Persons employed by User are not allowed in any public area during rehearsals or technical use periods without the permission of SKyPAC staff, although it is understood that access to many technical areas require movement through public areas. Such technicians should make every attempt to do so before patrons arrive. Work lights must be off if visible to the public.

**SMOKING:**

Smoking is not allowed anywhere inside the SKyPAC facility. User will not permit smoking by any of its agents, employees or guests inside same. In addition, and pursuant to the City of Bowling Green's Smoking Ordinance No. BG2011-5, and specific reference to Chapter 13-2.07, "*Smoking shall be prohibited within a reasonable distance from the outside entrance to any building so as to ensure that tobacco smoke does not enter the building through entrances, windows, ventilation systems or other means.*" As SKyPAC may be subject to criminal and civil penalties for violations of applicable smoking laws, strict adherence to this policy will be observed.

**TELEPHONE:**

Any telephone services and toll charges generated by User on SKyPAC equipment will be billed to User.

**TIME:**

Time shall be of the essence of the Use Agreement, and the time granted pursuant to the Event Detail Sheet shall not be extended for the occupancy, or use of the premises, or for the installation or removal of equipment, supplies and décor without the written permission of SKyPAC. Time for set-up/tear-down will be part of the Use Agreement and arranged for with SKyPAC in advance. Any additional time shall be paid for according to the schedule of fees fixed by SKyPAC.

**USER ACCEPTS AS IS:**

Neither the Southern Kentucky Performing Arts Center (SKyPAC) nor its agents, employees or contractors have made representations or promises with respect to SKyPAC except as herein expressly set forth. The first possession of the rented premises by User shall be conclusive evidence that the User accepts same "as is" and that said premises and the building and all equipment within said building necessary for User's event, are in good and satisfactory condition.

SKyPAC will provide heat and air conditioning in compliance with the federal energy guidelines, electrical power, water, sewerage, limited security services, and, as available, stage lighting, sound, theatrical rigging equipment, dressing rooms, and normal pre- and post-event cleaning services.

User may not sublet any rented space(s), or in any way assign the rented space(s) to any other person or organization except as provided in the Use Agreement. User may not utilize the rented space(s) for any purpose other than that which is specified in the Use Agreement.

**USER REPRESENTATIVE:**

At the time of execution of the Use Agreement and the Event Detail Sheet, User will furnish to SKyPAC the name, address and telephone number(s) of User's representative. This representative will be the sole person authorized to make decisions or to negotiate with SKyPAC staff, and be the sole person authorized to resolve problems and conflicts or to negotiate any alterations in performance procedures. This representative will be fully authorized to act for and execute documents on behalf of User. However, if an individual representing the User requests SKyPAC services or alterations to the contract, SKyPAC will contact the sole authorized representative to verify whether those changes and/or requests should be considered binding. Appropriate charges will result.

## **BACK OF HOUSE:**

### **BACKSTAGE:**

At no time will any individual not directly connected to the production and familiar with its execution be allowed backstage or onstage. Arrangements should be made for friends and family to meet company members in the Lobby, unless other arrangements are made in advance with SKyPAC Production Manager and SKyPAC Security Manager.

### **BACKSTAGE GUEST POLICY:**

All visiting artists/tours that intend to have special guests, VIP's, family members, etc., in attendance must provide a guest list to the house within 48 hours prior to the show. The total number of guests that may be admitted may not exceed 20. These guests may be issued tour laminates/self-adhesive credentials by the artist/tour, or house passes will be issued by SKyPAC. These passes do not guarantee seating in, on, or around the stage area, no exceptions. Any ticketing requirements or parking passes will need to be addressed in contractual arrangements with the SKyPAC management team in advance of the show/shows, and cannot, and should not, be assumed until arrangements are made. Enforcement of this policy shall be executed by SKyPAC staff to create a more comfortable and secure environment for visiting artists, and to ensure a safe workplace for both staff and crew.

### **PRODUCTION PERSONNEL ENTRANCE:**

Production personnel will enter through the stage doors at the rear of the building on the loading dock. Any building activity occurring during non-business hours (Monday – Friday, 6:00 p.m. to 8:00 a.m. and weekends) must be communicated in advance to the SKyPAC Production Manager and SKyPAC Security Manager.

### **PRODUCTION/TECHNICAL/STAGE AREAS:**

Stage areas pose unique dangers to anyone unfamiliar with the technical aspects of production. For this reason, patrons or other non-stage personnel are not allowed on the stage or in the wings at any time. All arrangements relating to “meet the artists” will be made in advance with the SKyPAC Production Manager and SKyPAC Security Manager.

### **SAFETY:**

Safety to persons and property is considered of utmost importance. To ensure the safety of personnel, patrons and property, no individuals except SKYPAC Stage Technicians may operate any SKyPAC-owned equipment unless other arrangements have been made with the SKyPAC Production Manager. SKyPAC retains the right to approve decorators, contractors, or other service personnel employed by client. If, at any time, the well-being of staff, patrons, or equipment is threatened or jeopardized, house staff will terminate these actions immediately.

### **LABOR:**

SKyPAC does not have a full-time stage crew; all technicians are scheduled by the SKyPAC Production Manager per the client's request and needs. All labor is provided by SKyPAC unless other arrangements are made with the SKyPAC Production Manager at the Event/Production meeting. The SKyPAC Production Manager, working with the User, will estimate the required crew calls and provide the User with an estimated cost. Unscheduled calls or changes which arise during the production process should be communicated to the SKyPAC Production Manager in a timely manner so as to ensure the most qualified personnel are secured. The User's representative must approve all changes to the crew calls in a manner required by the SKyPAC Production Manager. Cancellation of scheduled calls is subject to labor charges if attempts to contact crew personnel are unsuccessful.

### **DRESSING ROOM IDENTIFICATION:**

Doors of dressing rooms have clear acrylic 8.5"x11" frames for the use by User personnel to insert appropriate information. Paper and markers are available from Security. No other Dressing Room ID method is allowed.

**DECORATING:**

At no time shall decorations or equipment be placed in or on the building, walls or corridors, nor shall any signage be supported by nails, tacks, screws, or tape on walls, doors, railings or woodwork without prior approval by the SKyPAC Production Manager. Painting, staining, or any other scenic treatment is not permitted in performance spaces. Helium balloons are not allowed in the building without SKyPAC approval.

**FLAME RETARDENT MATERIALS:**

Scenery, curtains, furniture, or flying drops used in a production in any SKyPAC space should be either: fabricated from materials certified as inherently flame retardant; or treated in some fashion with a certified flame retardant chemical treatment in the methods outlined by the manufacturer of that chemical. SKyPAC reserves the right to request any applicable certificates and/or affidavits indicating such, and the right to deny use of any questionable materials or scenery.

**DELIVERY & PICK-UP:**

All deliveries must be scheduled with the SKyPAC Production Manager. Upon load-out of an event, all related equipment and material must be removed. Anything left in the building subsequent to an event will be subject to disposal.

**EXPENDABLES:**

SKyPAC does not provide hardware, lumber, gel, tape, office supplies, or other expendables without advance notice in which case any such expendables will be charged to the User.

**FOOD AND BEVERAGES:**

Except for food and beverages needed by artists as part of a published performance script, food and beverages are prohibited on stages, backstage, in control booths, or within any performance space without the written permission of SKyPAC. Bottled water will be allowed.

## FRONT OF HOUSE

### ALCOHOL:

User shall not allow alcoholic beverages of any kind to be sold, given away, or used within any part of SKyPAC (including backstage) without the express permission of SKyPAC. All alcohol served to the public within SKyPAC will be consumed only in those areas designated by SKyPAC. All servers of alcohol beverages on SKyPAC premises will be certified to serve alcohol in accordance with Bowling Green Ordinance 4-9.09.

**ASSISTIVE LISTENING DEVICES:** Assistive Listening Devices (ALDs) are available for those who are hearing impaired. An ALD can be acquired from an usher station located within the Lobby prior to each performance. Proof of identification and contact information must be provided before a device is distributed. All ALDs must be returned to the usher station after each performance.

### CHILDREN:

SKyPAC encourages children to experience the performing arts at an early age. Parents are asked to prepare their children by explaining basic audience etiquette to them. Children talking or moving about in a manner that is distracting to other patrons may be asked to move or leave the theater. Children under the age of 12 must be accompanied by an adult at all times. All individuals occupying a seat in the auditorium must have a ticket. No "babes in arms" are allowed unless specified in the Use Agreement.

### CATERING SERVICES:

SKyPAC has a warming kitchen only which contains a refrigerator, freezer, ice maker, sinks and space for portable warming cabinets. No cooking is allowed in the venue. If an event requires catering (either for the public or for private groups) all Users must utilize a SKyPAC Approved Caterer. A list of approved caterers, and requirements to become a SKYPAC Approved Caterer, can be found by contacting SKyPAC Booking & Events Department, or by clicking on the Facility Rentals tab on the SKyPAC website – [www.TheSkypac.com](http://www.TheSkypac.com). All Users shall communicate with the caterer directly, and the name of the caterer must be given to SKyPAC no less than one month in advance of User's event. Note that SKyPAC does not have a "preferred caterer."

### CONCESSION RIGHTS:

SKyPAC retains exclusive rights to operate all concessions within the Center.

### CONCESSIONS:

SKyPAC retains exclusive rights concerning the sale of programs, novelties, souvenirs, merchandise, and advertising materials sold within SKyPAC. If SKyPAC forfeits right to User, SKyPAC shall collect a 20% commission on the sale of CD/DVD's, and 30% of all other merchandise sold if the User utilizes their own personnel. If SKyPAC provides labor to assist in the sales, User will retain 65% of the proceeds of such sale. User shall provide all merchandise at its own expense. Arrangements for the sale, and location, of merchandise must be made with the SKYPAC Programming Department, or SKYPAC Booking & Events Department, in advance of the event. Resident companies shall be allowed to sell organization-related, non-event specific novelties, souvenirs, merchandise, and advertising materials at SKyPAC without commission, provided the items are not being sold on behalf of a particular individual, artist, or artist's representative.

### DISRUPTIVE PERSONS:

SKyPAC reserves the right to remove from SKyPAC premises any person(s) who is/are causing a public disturbance or physical damage to the premises. This includes, but is not limited to patrons who do not adhere to standard theater etiquette, and, as a result, behave in a manner that is disruptive to other patrons. This may include, but not be limited to, intoxicated patrons and children who are inattentive and disruptive.



**EVENT PATRON AGE LIMIT:**

It is highly recommended that User, in all print advertising, inform the public as to the appropriateness of their presentation for children. However, neither SKyPAC nor the User can restrict access to an event by any ticketed patrons based solely on age.

**ELECTRONIC DEVICES USE DURING PERFORMANCES:**

The use of electronic equipment, including, but not limited to, cameras, telephones, iPhones/ipads, smart phones, laptops, etc., is expressly prohibited during all performances, unless specified by User. Persons in violation of this provision will be asked to leave the performance. There will be no exceptions.

**FRONT OF HOUSE MANAGER:**

SKyPAC will furnish at each performance a Front of House (FOH) Manager to supervise front of house activities. The authority of the FOH Manager is absolute with regard to times of opening the foyers, lobbies, house, program start time or length of intermission. However, SKyPAC FOH Manager shall consult with the User's Stage Manager regarding any situation that may affect either the opening of the auditorium and/or the start of a performance.

**FRONT OF HOUSE/PERSONNEL:**

SKyPAC will establish minimum requirements and arrange for volunteers/ushers, ticket takers, security, and any other personnel deemed fitting and necessary. User may provide, with SKyPAC approval and after appropriate orientation/training sessions administered by SKyPAC, qualified volunteers to augment SKyPAC staff. SKyPAC shall have the right to supervise all FOH personnel, including any personnel provided by Users.

**GALLERIES:**

The SKyPAC Galleries are open to the general public during the times that the Ticket Office is open (see Ticketing Services). Art exhibits will include works from regional, national, and international artists.

**INTERRUPTION OR TERMINATION OF SHOW:**

SKyPAC shall retain the right to cause the interruption of any performance in the interest of public safety, and to likewise cause the termination of such performance, when, in the sole judgment of SKyPAC, such actions are necessary in the interest of public safety.

**NON-SERVICE ANIMALS:**

User will not bring, keep, or allow to be kept, any animal at SKyPAC. Animals used for performance purposes may only be brought into SKyPAC during related rehearsals or performances, and arrangements must be made in advance with the SKyPAC Facilities Manager and SKyPAC Security Manager.

**PATRON PARKING:**

In addition to various parking lots in the downtown area, SKyPAC patrons has convenient access to an 810+ car parking garage located adjacent to the performing arts facility at College and 7<sup>th</sup> Streets.

**PERFORMANCE TIMES/LATECOMERS:**

Doors to the performance will be opened to patrons thirty (30) minutes prior to the scheduled performance time, depending on the performance. Every attempt will be made to begin the program promptly at the time printed on the tickets. Latecomers will be seated at the discretion of SKyPAC FOH Manager at a time appropriate to the performance and/or as required by the User. Until that time, audience members will be held in the Lobby outside the Mail Hall. Performance monitors are provided. Where late arrivals are seated will be event-specific.

**PUBLIC AREAS/LOBBY/GENERAL PUBLIC:**

The SKyPAC Lobby is open to the general public during the times that the Ticket Office is open (see below). Conversely, the Ticket Office may remain open and operational at the discretion of SKyPAC until the Lobby is closed and all patrons and members of the general public have departed.

**RENTAL SPACES:**

SKyPAC encourages many types of community events in the facility – receptions, dinners, weddings, workshops, graduations, etc. Rental spaces available are: an 1,800-seat auditorium; a studio theater; stage, a 5,500 square foot lobby; two (2) rehearsal rooms; SKyPAC Lounge, and amphitheater. Floor plans and additional information can be obtained by contacting SKyPAC's Booking & Event Department, or found under the Facility Rental Space tab at [www.TheSKyPAC.com](http://www.TheSKyPAC.com).

**RESIDENT COMPANIES:**

Resident companies at SKyPAC are encouraged and welcomed. Should you have interest in learning more about the criteria, process and benefits of achieving resident company status, information can be acquired by contacting SKyPAC's Booking, Events, & Facilities Director.

**SERVICE ANIMALS:**

Service animals will be accommodated. Under ADA regulations, guidance is provided as it relates to the definition of service animals, which states, "Service animals are defined as dogs [limited exception, miniature horses] that are individually trained to do work or perform tasks for people with disabilities...work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA." Additionally, control of the service animal must be maintained "through voice, signal, or other effective controls" in order not to disrupt other patrons or performances. Loss of control of the animal by the patron, and the proven inability to regain control of that animal may result in removal of the animal.

**VALET PARKING:**

SKyPAC offers Valet Parking at \$12/vehicle.

## **PUBLIC RELATIONS, MARKETING and PROMOTION**

### **PUBLICITY & PROMOTION:**

User may prepare and produce promotional/marketing materials associated with the performance(s) and disseminate same. In addition, SKyPAC, at its discretion, will promote performance(s) and disseminate such materials on the SKyPAC website and via appropriate non-paid media.

### **DISPLAYS, BANNERS AND SIGNS:**

User will display no posters, banners, photographs, models, etc., at SKyPAC without the prior written permission of SKyPAC and then only in such areas as are specified and with such materials as are approved in advance.

### **EXTERIOR ELECTRONIC MARQUEE:**

SKyPAC will use its best efforts to advertise on the electronic marquee Users event as desired by User and will use the sign to notify the public of the event on a periodic basis a minimum of two (2) weeks prior to the event. Such advertising shall not be exclusive to the User and other events or commercial advertisers will also be displayed.

### **POSTERS/PHOTOGRAPHS:**

To aid in advance publicity, SKyPAC will maintain poster stands near the Ticket Office in the Lobby. As space permits, SKyPAC will make space available to the User up to thirty (30) days prior to the Event for individual posters up to 24 inches wide by 36 inches high (other sizes will need prior usage approval). Posted announcements must carry the full name of the sponsoring organization(s) and accurate advertising copy. The User must remove all posters immediately after the last performance. Any materials not removed will be destroyed by SKyPAC. SKyPAC has the exclusive right to all images of SKyPAC.

Photographers, videographers, new writers and similar media personnel obtained or hired by the User must obtain Press Credentials from the SKyPAC Press Office, and must agree to adhere to the policies set forth by the SKyPAC Press Office.

### **PROGRAMS:**

Programs, brochures, or any printed materials shall be bundled and delivered to SKyPAC FOH Manager at least eight (8) hours prior to User's first performance, when the performance occurs on any day Monday through Friday. For Saturday and Sunday performances, printed materials must be supplied no later than 3:00 p.m. on the preceding Friday. For a fee, SKyPAC will provide labor for program insertion purposes and permission to do so must be received in advance with appropriate notice.

SKyPAC shall limit the number of insertions to three (3) per performance, with those requested by the performance having priority. Users are expressly prohibited from advertising an event at or in SKyPAC until a fully executed Use Agreement is in place.

### **SKyPAC LOGO:**

User shall be provided materials indicating the proper identification of the SKyPAC name, logo, and names of the performing spaces which must be used when they appear in any advertising, program covers, posters, heralds or any other promotional materials. Note that "Southern Kentucky Performing Arts Center" need not be used, however, SKyPAC (initials only) will be acceptable. References in advertising to the terms "PAC" or "Performing Arts Center" are not acceptable. SKyPAC reserves the right to review and approve any materials carrying the SKyPAC name, logo, and names of the performance spaces. Materials found in non-compliance will not be distributed and may mean cancellation of User Agreement.

### **UNAUTHORIZED ADVERTISING:**

User agrees that no advertising or other printed matter shall be placed or posted in or about SKyPAC or announced or publicized over any loudspeaker system therein during any performance of User's Event without prior written permission of SKyPAC.

## **TICKETING SERVICES:**

### **ACCESSIBLE SEATING:**

Patrons requesting accessible seating may do so online, on the phone, or at the Ticket Office. A patron's with disabilities program offers additional services. For information call 270-904-1880.

### **TICKETING:**

SKyPAC shall have exclusive rights to the operation of all ticket offices and ticket sales services, for all events within the venue; and beginning July 1, 2012, the same shall apply to the Capitol Arts Theatre. The use of SKyPAC's ticketing system is required for all ticketed events.

During the time that the SKyPAC Ticket Office is open and fully operational, the Lobby will be open to members of the general public. Conversely, the Ticket Office will remain open and operational although SKyPAC may choose to close the ticket office to the public at their discretion. SKyPAC Ticket Office hours are:

Mon – Fri: 11:00 a.m. - 6:00 p.m. or Curtain Time, whichever is later

Saturday: Closed, except on event days, in which case the ticket office will open two (2) hours prior to the performance

Sunday: Closed, except on event days, in which case the ticket office will open two (2) hours prior to the performance

### **TICKETING - METHODS OF PAYMENT:**

SKyPAC accepts cash, personal checks, MasterCard, Visa, Discover, American Express and, of course, SKY PAC issued gift cards. Money orders and travelers cheques will also be accepted, although these occurrences are expected to be rare. Ticket orders may be made by coming to the Ticket Office at the SKyPAC facility, via telephone, or via the SKyPAC website – [www.TheSKyPAC.com](http://www.TheSKyPAC.com). Tickets purchased on-line may be printed at home. Orders for SKyPAC gift cards may not be made on-line or via telephone.

## **EMERGENCY PROCEDURES:**

### **EVACUATION:**

Should it become necessary, in the judgment of SKyPAC management, to evacuate the premises due to reasons of public safety, User will retain possession of the premises, following restoration to normalcy, for a sufficient time to complete presentation of the activity without additional rental charge, providing such time does not interfere with another User. If, at the discretion of SKyPAC, it is not possible to complete presentation of the activity, rental shall be forfeited, pro-rated, or adjusted at a rate mutually agreed to by SKyPAC and the User based on the situation, and the User hereby waives any claim for damages or compensation from SKyPAC.

### **SECURITY:**

All security arrangements that require security services in addition to those regularly maintained by SKyPAC will be billed to the User as a reimbursable expense. Firearms of any kind may not be carried, displayed or used by any person on SKyPAC property. While reasonable security precautions are taken and every attempt will be made to keep User areas locked when not in use, SKyPAC shall not be responsible for items left unattended within the facility. User should not depend upon a locked door to secure goods and possessions. Do not bring unnecessary items of value into the facility unless they are directly associated with the performance. Users are encouraged to identify their own Stage Manager who should provide a method to secure Users' personal and valuable property.