



## Facility Use Policy

### I. INTRODUCTION

The Cambria Center for the Arts (CCA) welcomes members of the community to use available facilities at our location at 1350 Main Street in Cambria shared with the Coast Unified School District (CUSD) offices. Artists, educators, directors and supporters of the arts can apply to use our theatre, certain classrooms and conference rooms for events consistent with the mission of CCA. CCA will co-sponsor events hosted in the facilities.

### II. EVENT TYPES

For the purposes of scheduling and determining the fees there are five main categories of events:

- **Live Performance** - These events include paid tickets and typically use the CCA Theatre. The two interior hallways as well as green room would be included for gathering prior to the event. These events require approval of the Theatre Director.
- **Film Screening** - These events include use of both of the CCA Theatre and of the center's projection equipment and staff. These events require the joint approval of the Theatre and Film Directors.
- **Paid Participant Events** - These events are workshops, classes or lectures that are short-term, instructor-led and charge participants a fee. CCA members are entitled to a 10% discount on fees.
- **Group Meetings** - These activities are ongoing meetings of interested participants that occur on a regular basis without a teacher. No fee is charged to members attending these meetings.
- **Lectures** - These activities are one-time events with a guest lecturer. No fee is charged to members attending these meetings.

### III. AVAILABLE FACILITIES

The available facilities are:

- **Two interior hallways** - Located in the main building. This is the CCA Art Gallery and can be used for gatherings such as a receptions or events in conjunction with the Theatre.
- **Green Room and Kitchen** – Located in the main building. Suitable for group meetings and smaller classes or workshops. Capacity 12.
- **Classroom 12** – Located in the rear building. Suitable for workshops, classes and groups. Max Capacity 25.
- **CCA Theatre** – Located in the main building. Suitable for theater productions, concerts, lectures, film screenings and large group meetings. Theatre space consists of a thrust stage (est. 30' x 22') with curtains, small wings and use of a small dressing room. Lighting & sound may be used, provided CCA personnel operate them. Seating capacity 99.
- **Conference Room 1** – Located in the main building. Suitable for workshops, classes, lectures, and groups. Max Capacity 23.

Use of these facilities, once approved, includes access to the parking lot and two restrooms located in the front hallway for events in the main building or the restroom located in the rear building for Classrooms 12 and 13.

*Note: Organizations that carry their own liability insurance may reserve certain classrooms and conference rooms directly through CUSD. The Theatre and Green Room/Kitchen are available exclusively through CCA.*

#### IV. FEES

CUSD requires compensation for use of their facility or a Facility Usage Fee. CCA requires a donation for sponsoring any events connected with the organization. All fees are paid to Allied Arts Association, the formal 501(c)3 name covering CCA.

##### Facility Usage Fees

Required usage fees are determined based on room, day of week and duration and apply to all event types:

- **Conference Room 1:** at all times the charge is \$8.40 per hour or \$50.40 per 8-hr day.
- **Classroom 12:** the charge varies by day of week: \$8.40 per hour or \$50.40 per 8-hr day Monday – Friday. On Saturday and Sunday there is no facility usage fee.
- **Classroom 13:** the charge varies by day of week: \$8.40 per hour or \$50.40 per 8-hr day Monday – Friday. On Saturday and Sunday there is no facility usage fee.
- **Green Room/Kitchen and CCA Theatre** do not have a facility usage fee.

*\* There may be a custodial fee of \$50 per hour included in any of the above fees. A quote will be provided in advance.*

*Note: All anticipated usage fees and the deposit must be paid by check, payable to Allied Arts Association prior to the first meeting of the event.*

##### CCA Donations

Donations to CCA are based on the type of event:

- **Live Performances:** 30% of the total collected at the door for performances in the CCA Theatre. See application for details.
- **Film Screenings:** A donation of \$100 to CCA, or provide 30% of its tickets sales to CCA, whichever is greater.
- **Paid Participant Events:** 20% of total enrollment fees exclusive of participants' materials fees and net of any applicable Usage Fee. Also requires a deposit of \$100 with the application. This deposit will not be refunded if the event is cancelled within 5 business days of the start of the event.
- **Group Meetings.** No donation is required for CCA members participating in the group. A \$5 walk-in fee per meeting is required for each non-CCA member.
- **Lectures.** No donation is required for CCA members attending the lecture. A \$3 walk-in fee is charged for non-CCA members.

*Note: Request for donations will be invoiced after the event unless CCA is collecting the fees for the event.*

#### V. HOW DOES IT WORK?

- The person or organization requesting use of the facility (User) must be a current member of CCA or be endorsed by a current member who agrees to be responsible for the event and be on-site during the event.
- The User will be responsible for developing the content of the event, securing any necessary licenses (e.g., liquor license, film use) and permissions (e.g., music or script use) promoting the event, selling tickets if needed and supporting the activity on-site.
- CCA will schedule the event on the CCA Facility Use Calendar (in conjunction with CUSD), may include the event on the website and in promotional materials if jointly agreed upon and provide event support as needed and agreed upon.

- CCA can also provide the User with support for enrollment and collection of participant/guest fees.
- All events must be open to the public.

### **Applying for Use**

- CCA Facility Use Applications are available at [www.cambriacenterforthearts.org/](http://www.cambriacenterforthearts.org/) or at the Art Center during Gallery open hours. There are three applications: 1) general use of the classrooms, conference room and green room; 2) use of the Theatre for live productions; or 3) use of the Theatre for film screenings. There may be additional information about required responsibilities or limitations on the application.
- Completed applications may be dropped off at the Gallery during open hours or mailed to:  
 Facility Coordinator  
 Cambria Center for the Arts  
 Box 184  
 Cambria, CA 93428
- Applications for ongoing groups can be made for a duration of up to three months. A new application and approval must be made for each successive three-month period.

### **Scheduling and Prioritization**

The facilities at 1350 Main Street primarily serve the CCA and CUSD needs, therefore scheduling of outside organizations is subject to availability.

- Scheduling will be coordinated by CCA.
- Applicants will be informed of approval and location within two weeks of receiving the application.
- At times, previously approved events may need to be rescheduled due to CCA or CUSD needs. In such cases, every effort will be made to provide ample notice and rescheduling options.
- Applications must be submitted at least 30 days prior to the start of the event. Earlier notice will help ensure the application can be reviewed and scheduled in time to promote the activity.
- Applications are reviewed and approved by the CCA Board of Directors or their designee depending on the type of event. Applications may also require review by the CUSD
- The CCA Board, Gallery, Theatre, Film Festival, Programs and any associated Committees will schedule their events by the first of each month on the Calendar. The Calendar will be posted on the CCA website and will be updated regularly to facilitate scheduling of all events.

## **VI. RESPONSIBILITIES**

All users of the facility agree to the following guidelines and restrictions:

### **General**

- As a shared facility, CCA and CUSD make every effort to take into consideration the need not to interfere with the other organization's operations and use of the facility. Therefore, especially during weekdays, CCA will work to ensure that any organizations using the facilities under its control will not adversely impact CUSD operations, including use of space, noise, or other considerations.
- All participants in co-sponsored activities must sign a waiver of liability, which will be provided to the organizer and must be filed with CCA.

- This is a non-smoking property, which includes the parking lots. Smoking of any substance is not allowed.
- User must comply with Federal, State and Local laws, regulations, ordinances, and rules at all times they are on the property.
- No illegal drugs allowed on the property.
- No operational weapons are allowed on school property.
- Alcohol may be served only during evenings and weekends.
- Food and drink are allowed in the classrooms, conference room and Green room, and the User is responsible for providing all supplies and clean-up.
- User shall not discriminate against any person or group protected by law.
- No animals except for service animals are allowed inside the building.
- The user is responsible for returning the rooms to their original state at the end of the event. This includes furniture arrangement, removal of any supplies and removal of any garbage and recycling. If any cleaning beyond regular custodial services is required as a result of User's event, the additional cost will be covered by the User. Use of nails, scotch tape, tacks or other materials that can damage the walls or woodwork is prohibited. No permanent or semi-permanent alterations to any part of the facility are allowed.
- User agrees to pay costs of repair or replacement of any supplies, equipment or facilities for any damages to the Center or its equipment resulting from the event.

## **Theatre**

- The rental does not include use of any CCA materials, props, supplies, sound or lighting equipment or box office equipment, except as mutually agreed upon by the User and Theatre Director.
- Film screenings require use of the CCA screen and projection. Screen, projector and sound will be set up for the event, with the Film Branch determining which screen and whether front or rear projection will be used for the date requested. CCA will be responsible for providing a projectionist.
- No food or drink is allowed in the theatre, onstage or backstage. No alcohol is permitted on the property during school hours. Alcohol may be served for Performance & Film Screening events. The User is responsible for securing, paying for and posting the applicable licenses. Alcohol can be consumed only in the lobby – no alcohol allowed in the Theatre.
- User is responsible for ensuring all licensing, usage and/or screening rights are secured, payments have been made and the User has the authority to show the materials.

*Note: The terms of this policy are subject to change. Updated policies and applications will be posted to the CCA website.*