

RICHARDSON PERFORMING ARTS CENTER

Rental and Use Policy

The use of the Richardson Performing Arts Center is available to groups/individuals who agree to adhere to the following rental and use policy:

1. Reservation forms, available [HERE](#), must be filled out no later than **three weeks prior to an activity** to facilitate scheduling of facility and custodial and staff personnel. Contact the Director of Camps and Conferences with scheduling questions at 620-229-6141.
2. Priorities for use of College facilities will be as follows:
 1. College sponsored events.
 2. Activities sponsored by community groups within the area.
 3. Meetings of public groups.
3. Any groups from outside the College must provide the College a Certificate of Insurance showing at least the following coverage where deemed applicable.

Bodily Injury	\$1,000,000.00
Property Damage	\$1,000,000.00
Auto Liability	\$1,000,000.00
Workman's Compensation	\$500,000.00

4. Groups may not hold regularly scheduled events in RPAC, except in cases of emergencies. Requests for services will be reviewed and approved individually by the RPAC Committee.
5. The College reserves the right to refuse any group/act. The College shall assign personnel to determine authorized persons and to deny trespassers access to RPAC facilities.
6. The College does not assure that the facilities will meet the intended use requirements of the requesting group(s). It is the responsibility of the user of the facilities to determine in advance if the facility meets their needs.
7. Non-college related events may not be scheduled more than 6 months in advance, without written approval from the RPAC Committee.

8. Charges for use of Richardson:

Full Day	\$800
4 Hours or less	\$400
Use of Lobby for reception w/food and drink	Refundable deposit of \$250
Technical Services, Set-up, Equipment Use	Click HERE for itemized fee schedule.

9. Events generated from within the faculty or administration of the College are exempt from charges.
10. Once RPAC is booked, possession of the room may not exceed 10 days without written permission from the RPAC Committee.
11. All performance materials must be removed from the room within 24 hours after an event. Materials remaining after that time may be sold or result in the loss of future access to RPAC.
12. Only RPAC staff or interns may engage in technical work in RPAC. An hourly rate will be charged for their work.
13. Due to budgeting, maintenance and staffing issues, there may be times when RPAC facilities are not available for use.
14. Absolutely **no** food or drink is allowed in the RPAC auditorium.
15. Absolutely **no** animals, with the exception of assistance animals, are allowed in RPAC.
16. Any group which uses the RPAC facilities must adhere to the College policies on alcoholic beverages as follows: *"The possession, use, or distribution of alcoholic beverages or illicit drugs by students or employees is strictly prohibited on the property of the college, even if that activity does not involve students or employees."*
17. Proper use of RPAC will be expected. Damages will be assessed and charged back to the individual/group.
18. Acoustical shells and grand piano remain on stage at all times and cannot be removed for performances or events.
19. Exceptions to the above policy must be approved by the RPAC Committee.