

Rental and Scheduling Policies

The Ivy Tech Waldron performance facilities follow policies set by Ivy Tech Community College-Bloomington. Please refer to the general policies as well as policies specific to the venue you are interested in renting.

- Smoking is prohibited in the building.
- No live flame, including candles, oil lamps, cigarettes, or incense.
- Please notify Trina Sterling in advance if your production includes prop weapons.
- Effects requiring explosive charges, foggers or haze require the prior approval of and inspection by the Ivy Tech Waldron Artistic Director.
- Scaffolding must be locked in place when anyone is on it.
- While chairs and risers are in the performance space, food and/or beverages are not allowed, except for water.
- There is to be no affixing of anything to floors, walls and draperies by screws, nails or tape anywhere inside or outside the building without express permission from the Ivy Tech Waldron.
- Exit signs may not be turned off, covered, removed or altered in any way. All exits must remain clear of blockage by any scenery, props, seating, or other objects while the theatre is occupied.
- Rental time includes all set-up and strike time. Rental time is charged from 9 am until 11 pm each day of scheduled rental. If space is not vacated by 11 pm, Lessee will be charged overtime at a rate of \$25 per hour.
- Reimbursements and refunds not paid on a credit card will be returned to the organization named on the contract. It will then be the contract signor's responsibility to disburse funds to the appropriate party.
- Lessee will leave the facility clean and in standard configuration. All trash must be discarded in proper receptacles. Extra cleaning required to put the theatre back in Standard condition for the next tenant will be taken out of the Lessee's deposit and/or billed to the Lessee. Lessee agrees to pay costs associated with extraordinary custodial cleaning at Ivy Tech Waldron's sole discretion.
- If it is necessary for staff of Ivy Tech Community College to remain after the Lessee has left in order to return the theatre to its original condition, the Lessee shall be charged overtime at a rate of \$25 per hour, per person.
- Unless otherwise discussed, the rental agreement is limited to the rented space itself. The agreement does not include additional space or supplies.
- Renter agrees to advise the Artistic Director in advance of publication of all marketing and publicity materials. When included in marketing, "Ivy Tech John Waldron Arts Center" or "Ivy Tech Waldron" must be used.
- Willful failure to follow any of the listed conditions and rules may result in the renting group being evicted from and banned from the theatre.
- A certificate of insurance, valued at \$1,000,000, is due ten days before the performance, and it must include Ivy Tech as an additional insured.