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.
- Effects requiring explosive charges, foggers or haze require the prior approval of and inspection by the Ivy Tech Waldron Artistic Director.
- 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 midnight each day of scheduled rental. If space is not vacated by 12 am, Lessee will be charged overtime at a rate of $25 per hour.
- 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.

This agreement constitutes the complete understanding of both parties regarding this usage. It is understood that any changes, additions, or deletions must be in written form signed by both parties as an addendum to this agreement. It is further understood that this agreement cannot be assigned or transferred.

For the Lessee:

Signature: _________________________________ Date: ______________________