



IAC FACILITY PROCEDURE MANUAL

SECTION ONE: TABLE OF CONTENTS

Items applicable to all users and employees of the Irving Arts Center

B

Box Office Procedures

C

Client Labor Checklist

Client Safety Orientation (to be completed for all staffed events & returned to safety officer prior to the event)

Concession Stand Operating Procedure

E

Emergency Evacuation Plans (theatre & administration w/ pull station map)

Event Information Sheet (EIS theatre rentals)

Exhibition Guidelines

F

Floor Plan

G

Gift Policy

I

Indemnification Form (Used when any non-IAC equipment or items are left on site at times not included in the use agreement)

K

KidsArts Safety Orientation

O

Overcrowding Procedure

P

Parking Lot Information

Patron Injury Procedure

R

Reception/Seminar/Meeting Information Sheet (used for non-theatre rentals)

Resident Organization Criteria

Resident Organization Insurance Criteria

S

Seating Charts (theatres –see also Tech Manual)

T

Temporary Users Liability Insurance Program Information & Application Form (TUILP)
Required for certain facility users and IAC events where performers are hired, gallery receptions hosted by individuals with use agreements or partners presenting exhibitions under the auspices of the Irving Arts Center’s visual arts program.

Theater Tech Manual

Ticket Order Form

U

Use Agreements (required for all non COI use of space) Sample only.

Actual use agreements are generated through the FastBook software program by a qualified member of the Arts Center booking staff. Originals stored in the Booking Coordinator’s Office. All completed Use Agreements are scanned and attached to the event record in FastBook.

V

Volunteer Opportunities

Volunteer Package (to be completed for processing and approval before volunteer can be placed)

Volunteer Application Form

Volunteer Release Form

Volunteer Consent for Criminal Background Check

W

Wireless Use Procedure

SECTION TWO: TABLE OF CONTENTS

For Internal Use by employees of the Irving Arts Center

C

Cell/Radio Procedure

Client Safety Orientation (see Section One)

Customer Service Expectations

E

Event Participation (by employees while on duty)

F

Front-of-House Event Report (completed by FOH staff following each event)

I

IAC Incident Report Form (used for all incidents and patron injuries)

Independent Contractor TWCC Form (responsibility of IAC hiring supervisor and must be completed along with Letter of Agreement & purchase order prior to job start)

Independent Contractor Letter of Agreement

K

KidsArts Safety Orientation (see Section One)

M

Maintenance Request

P

Patron Injury Procedure (see Section One)

S

Security Officer's Daily Log

Special Event Checklist (COI Risk Management form to be used for IAC sponsored events)

Definitions

In these Facility Procedures, the following words and phrases shall have the designated meanings:

Assistant Director for Operations and External Programs shall refer to the Executive Director's designee regarding operations and policy administration, also referred to herein as "ADOEP."

Board of Directors shall mean the Board of Directors of the Irving Arts Center, also referred to as the "Board."

Cancellation shall mean voiding, postponing or otherwise changing a booked date by a User once confirmed following the 10 day hold period or payment of deposit.

City of Irving shall mean the City of Irving, Texas

Client shall mean any person with Use Agreements with the Irving Arts Center within the past twelve (12) month period for a date or series of dates and shall include their volunteers and employees.

Director or **Executive Director** shall mean the Executive Director of the Irving Arts Center, or any person designated by the Director to perform any of the Director's functions.

Event shall mean any type of function or activity for which the Facility may be occupied.

Exhibition shall refer to a Public Event, the purpose of which is to display a collection of works of art or objects of special interest.

Fiscal Year shall mean the City of Irving's budget year, i.e. from October 1 of any year until September 30 of the following year.

Resident Organization shall refer to the 501(c) (3) organizations designated by the Board:

Entertainment Series of Irving
Irving Art Association
Irving Black Arts Council
Irving Chorale
ICT MainStage
Irving Symphonic Band
Irving Symphony Orchestra
Las Colinas Symphony Orchestra
Lyric Stage
Momentum Dance Company
New Philharmonic Orchestra of Irving

IAC Operational Policies shall mean those procedures adopted by the Board and the City Council for the booking, rental policies, and rates for use.

Irving Arts Center or **Facility** or **Facilities** or **IAC** shall mean the Irving Arts Center, located at 3333 North MacArthur Boulevard, Irving, Texas, including the structures, land, and parking lots.

IFD shall mean the Irving Fire Department.

Operations Personnel shall mean any representative of the Irving Arts Center staff present at an Event with designated authority to make decisions.

Person shall mean any individual, corporation, business trust, estate trust, partnership, association, two (2) or more persons having a joint or common interest, or any other legal or commercial entity.

Premises shall mean that portion of the Facility included in the User's Agreement.

Season ticket shall mean an admission, for purposes of booking an event, must be available to the public for purchase prior to the start of the first event, include at least two events in a twelve-month booking period, and may not be sold for a single event.

Theater shall mean the Carpenter and Dupree theaters of the IAC.

Theater Rental shall mean rental of any portion of a theater for any purpose.

Ticket shall mean any form of entry control utilized to impose a fee of any sort or control seating inventory for admission to an Event.

Use Agreement or **Facility Use Agreement** shall mean a written contract for the use of any portion of the Irving Arts Center.

User or **Facility User** shall mean an approved applicant, who has entered into a Facility Use Agreement and has submitted any required deposit(s) and paid the Rental Rate, provided that the term shall not include any person whose Use Agreement has been terminated or cancelled.



IAC FACILITY PROCEDURE MANUAL

SECTION ONE: TABLE OF CONTENTS

Items applicable to all users and employees of the Irving Arts Center

B

Box Office Procedures (Rev. 2012)

C

Client Labor Checklist

Client Safety Orientation (to be completed for all staffed events & returned to safety officer prior to the event) (Rev. 3/2013)

Concession Stand Operating Procedure

E

Emergency Evacuation Plans (theatre & administration w/ pull station map, Rev. 2013)

Event Information Sheet (EIS theatre rentals Rev. 2013)

Exhibition Guidelines

F

Floor Plan

G

Gift Policy

I

Indemnification Form (Used when any non-IAC equipment or items are left on site at times not included in the use agreement)

K

KidsArts Safety Orientation

O

Overcrowding Procedure

P

Parking Lot Information

Patron Injury Procedure

R

Reception/Seminar/Meeting Information Sheet (used for non-theatre rentals Rev. 2013)
Resident Organization Criteria (Rev. 2013)
Resident Organization Insurance Criteria

S

Seating Charts (theatres –see also Tech Manual)

T

Temporary Users Liability Insurance Program Information & Application Form (TUILP)
Required for certain facility users and IAC events where performers are hired,
gallery receptions hosted by individuals with use agreements or partners
presenting exhibitions under the auspices of the Irving Arts Center's visual arts
program.
Theater Tech Manual (Rev. 2013)
Ticket Order Form

U

Use Agreements (required for all non COI use of space) Sample only.
Actual use agreements are generated through the FastBook software program
by a qualified member of the Arts Center booking staff. Originals stored in the
Booking Coordinator's Office. All completed Use Agreements are scanned and
attached to the event record in Fastbook.

V

Volunteer Opportunities
Volunteer Package (to be completed for processing and approval before volunteer can
be placed)
Volunteer Application Form
Volunteer Release Form
Volunteer Consent for Criminal Background Check

W

Wireless Use Procedure



BOX OFFICE PROCEDURES

General Information

Irving Arts Center Box Office is located in the lobby of Carpenter Performance Hall and is open Tuesday through Saturday 12 noon to 5 PM and one hour prior to ticketed event start. Tickets may also be purchased through the internet in real time 24 hours a day, up to two hours before the event is scheduled to begin. The Box Office may be contacted at 972-252-2787 (972-252-ARTS). All clients renting the Irving Arts Center are required to use the Arts Center Box Office for their ticket sales outlet if an admission is charged for events. However, the Arts Center does offer an option for clients who may wish to sell a portion or all of their tickets off-site. (See the pre-pulled ticket section below.) Clients may also "buy out" the box office if the client wishes to bypass the arts center's ticketing services. (See the buy out section below)

TICKETING OPTIONS

The client determines all types and prices of tickets that will be offered for sale through the box office and determines whether the event is set up as general admission or reserved seating. Once sales for an event have started, ticket types and prices may not be added or changed. The following ticket options are available:

Single Tickets

A single ticket is defined as any ticket printed or held resulting from an order taken over the phone, by internet, in writing, or in person by IAC personnel or by the client for a specific customer. All such tickets will be subject to the applicable service charge for ticket sales. All ticket orders received from patrons by IAC personnel during regular Box Office hours will be processed at the time they are received. Processing time for single ticket orders forwarded to IAC personnel from the client will be established by the Box Office Manager as each is received and will be subject to the appropriate service charges.

Internet sales may be made 24 hours a day. Event tickets are removed from internet on-sale status two hours prior to the start of an event. All internet sales are held at Box Office "Will Call" for pick up prior to show start.

Pre-Pulled Tickets

"Pre-pulled" tickets are defined as those tickets that are pulled in advance of an event by the event producer for sale off-site. The Box Office Manager will establish processing time for pre-pull requests as each is received and each ticket will be subject to the appropriate service charges. Per ticket charge for pre-pulls must be paid at the time the tickets are picked up by the client. Any IAC generated tickets that have been pre-pulled for off-site sales may not be returned to the system. These tickets and the income collected for them will be the responsibility of the Client.

If the client wishes to sell pre-pulled tickets as part of their Night of Show Box Office operations, The client must handle such sales themselves and be prepared with a cash

bank to make change. Once the client has sold all available pre-pulled tickets, the IAC Box Office will begin selling the remaining unsold seats.

Box Office Buy Out

If the Box Office Manager determines that Arts Center cannot adequately support ticket sales for any ticketed event, with written permission, the client may bypass the Irving Arts Center's ticketing services by paying a fee of \$1 per seat based on the capacity of the venue of the event. At the conclusion of the event, the client and the IAC front-of-house staff determines and signs-off on an agreed attendance count.

Ticketing Events Off-Site

Each client request for off site ticketing will be considered on an individual basis. Should the Box Office Manager approve the request, the following restrictions apply:

- A minimum service fee of \$250 is required
- Eligibility for off-site sales is restricted to Founding Organization clients
- On the day of the event at a pre-arranged time, internet sales will be stopped and all unsold tickets will be pulled from the system.
- Unsold tickets will be printed at the prevailing ticket fee rate, (currently \$1.50) with the client responsible for paying the fee
- If sales proceeds permit, such payment will be subtracted from the settlement check
- Client will be responsible for all sales at the off site venue night of show

FEES

Charges for all Box Office services are established by the Irving Arts Board are listed below. There is no box office set-up charge for clients renting the Irving Arts Center. The direct costs that the client will be responsible for are:

- 1.50 for complimentary each ticket issued
- 1.50 per ticket for each pre-pulled ticket

Bank processing fees of approximately 2% are deducted from proceeds of charge sales before distribution. **Tickets sold will include applicable service fees as an add-on to the established face value of the ticket.** All tickets processed through the IAC Box Office are subject to the appropriate service fee, paid by the patron purchasing the ticket. Current fees for all ticket types are listed below:

BOX OFFICE SERVICE FEES	PRICE PER TICKET
Complimentary	1.50
Proof ticket	N/C
Season Ticket	\$1.50
Reserve Pull	\$1.50
Pre-Pull	\$1.50
Reprints	\$1.50
Exchanges	\$1.50
All sales are final. The service fee is not refundable. Phone sales must be paid by MasterCard, Visa or Discover at the time of the call. A bank-processing fee of approximately 2% will be collected on charge sales and is deducted from proceeds before distribution to client. Charge receipts will be dispersed to the client after payment has been received by the Arts Center. Allow 14 days for processing of proceeds.	

In all cases, service fees for pre-pulled and complimentary tickets are the responsibility of the client.

TICKET STOCK & MARKETING CREDIT REQUIREMENT

All tickets for events occurring at the Arts Center will be printed on Irving Arts Center ticket stock provided by the IAC Box Office. For the convenience of patrons, directions to the Arts Center are printed on the back of the ticket.

All marketing materials, including websites, produced for contracted events must include the correct IAC Box Office phone number (972-252-2787) and internet address (www.irvingartscenter.com), hours of operation and the IAC logo. The logo is available electronically or in a hard copy format. Event information for all activities occurring in the Center will be included on the Art Center’s website, in promotional materials, media alerts, calendars and publications once a facilities rental contract has been signed. A link icon is available to connect to the internet sales site once a contract has been signed.

During hours that the Box Office is closed, a recording directs patrons to the internet sales site or allows patrons to access information about all of the events currently on sale through the Box Office and to leave a message regarding ticket purchase that will be returned during the next Box Office business day.

PAYMENT

IAC Box Office accepts the following methods of payment: Cash, Check (TX Driver’s License required), MasterCard, Visa and Discover.

Phone Orders

All phone requests for tickets must be paid by MasterCard, Visa and Discover with purchases being charged at the time the order is taken.

Refund Policy

All tickets are sold “**No Exchange, No Refund,**” however IAC reserves the right to exchange or refund tickets as necessary to insure a consistently high standard of customer service. Service fees are not refundable under any circumstances.

Cancellation Policy

A client's rights to receive ticket proceeds are subject to the senior rights of customers to receive refunds for cancelled or postponed events. The client shall promptly advise the IAC and the public regarding any postponed or cancelled event. IAC will make refunds, minus service charges, only for tickets sold out of the IAC box office. IAC may withhold proceeds due to the client's failure to make such refunds. The Client shall pay IAC on demand a sum equal to all refunds made by IAC, less money otherwise payable to the client that IAC has used to make such refunds.

If IAC determines in good faith, based on information from any public authority or other party, that there is a reasonable possibility any event may not timely take place as advertised, or if the client is in default under the Irving Arts Center Facilities Use Agreement, IAC may, at its option, stop any preparation of tickets on the system until IAC receives satisfactory information that the event will take place as advertised and any such default has been cured.

Distribution of Payments to Clients

Box Office receipts will be made by check payable to the organization listed as the contract holder and returned to address on the event contract. Once tickets have been placed on sale, proceeds are distributed every week. Final proceeds will be distributed within one week of event conclusion. Approximately 2% of the total charge receipts and any applicable service fees will be deducted prior to distribution. This fee is subject to change by the Irving Arts Board without notice.

EVENT DAY OR NIGHT OF SHOW BOX OFFICE PROCEDURES

Personnel – Box Office

The IAC will staff the Box Office sales window and collect all monies for sales and the client must provide one person to handle "Will Call" tickets unless an unusually high volume of night-of-show sales are expected. The Client's Box Office staff/volunteer should plan to be set-up and ready one hour prior to curtain. Clients who fail to provide prepared Box Office staff for each contracted event will be notified in writing of such failure. After such warning in writing, the client will be required to pay the prevailing labor rates for such personnel to be hired by the Arts Center to staff the Box Office for all future rentals.

The IAC Box Office Manager will work with the client to arrange for training of client's Night of Show Box Office staff. IAC staff will run the ticket sales window for Night of Show sales. Set up for the Night of Show Box Office must be determined between 12 to 8 weeks prior to the event to allow enough time to schedule training and/or ticketing system preparation.

Personnel – Ushers

The client is responsible for providing all ushers and ticket takers. IAC staff will work with the client to arrange for training of client's Night of Show ushers and ticket takers and to determine the number of ushers needed for each event. IAC will provide an Event Supervisor(s) to oversee client, staff, volunteers and caterer in using the facility and the equipment. Clients who fail to provide the required number of ushers for each contracted event will be notified in writing of such failure. After such warning, the client will be required to pay prevailing labor rates for such personnel to be hired by the Arts Center for all future rentals.

Processing Payments from Patrons

The IAC charge authorization system is not available for sales of items other than tickets.

'Will Call' Ticket Procedures

The Client staff/volunteer will handle 'Will Call' ticket distribution Night of Show. Any 'Will Call' tickets that are marked as paid by MasterCard, Visa or Discover will need to be signed by the patron to verify receipt of the tickets. The signed header tickets (with the patron's name and address and method of payment) must be returned to the IAC Box staff on duty when the NOS Box Office is closed. These header tickets will be held for 120 days to resolve any disputed charges.

PLACING TICKETS ON SALE

The Box Office will provide the client with a Ticket Order Agreement to be completed and submitted along with the Event Information Sheet twelve weeks prior to event. The event contract must be signed before tickets may be placed on sale. A client's failure to pay any balances due in a timely manner will result in removal of the tickets from "On-Sale" status. Once the ticket agreement and contract are signed, the client has approved ticket proofs and as long as the client is not in default under this agreement, IAC will have event tickets available for sale at the Box office during normal business hours and on the internet, 24 hour a day.

Single tickets for events should be available for sale at least a month prior to the event.

Only the client's authorized representative is authorized to deal with IAC staff on behalf of the client with all matters related to the ticket agreement. IAC may accept oral and/or faxed instructions from such authorized representative, and IAC will have no responsibility for doing so if IAC believes in good faith that the communication is genuine. IAC, in its sole discretion, may require written instructions.

REPORTS AVAILABLE

Sales reports are available for clients using the IAC Box Office services. Once the ticket agreement has been completed, the client and Box Office Manager can discuss the type and frequency of the reports desired by the client.

Client Labor Checklist

Clients are not allowed at any time to do the following at IAC Facilities:

- Operate the orchestra pits
- Focus lights out of personnel lift
- Rig scenic elements from the rail
- Operate the pit
- Serve as flymen
- Staff the Front-of-House during a performance (theatre w/audience in attendance) without IAC Front-of-House staff present
- Allow minors under 18 years of age to operate shop equipment
- Prepare wireless microphones for use
- Wear flip-flops on stage, back-stage or in the shop
- Work in the shop, on the flyrails or onstage moving scenery in open toed shoes
- Use the stage while overhead rigging is taking place

With the direct participation of IAC contract or employee labor, the client may use volunteers or other labor age 16 years or older that have been cleared by the IAC Technical Director to accomplish the following:

- Assist in hanging and focusing lights
- Assist in rigging scenic elements from the floor only
- Operate the light and soundboard; and operate the main curtain from the floor
- Operate followspots (fall arrest harness is required)
- Serve as running crew as needed
- Use the IAC Shop equipment as long as protective eyewear is worn (must be 18 or older and cleared by Tech Director)
- Operate or be on the platform of the stage personnel lift to accomplish set-decorating or scenic painting (must be 18 or older and cleared by Tech Director and fall arrest harness must be worn at all times)
- Utilize or walk on a catwalk or affix items thereto (must be 18 or older and cleared by Tech Director and fall arrest harness must be worn at all times)

If a Facility Use Contract has been signed and theatre and shop time has been scheduled in advance, during pre-production and regular rehearsals without labor present, the client may:

- Gain access to the tool crib and use the "Community Shop" assigned to them
- Have access (through Security) to musical instruments, tables and chairs to set-up/strike for rehearsals

NOTE: Security must be scheduled during these times.

Other Safety Requirements: To protect against inhalation of fumes or sawdust, protective masks are available in the shop on request. Fall arrest gear must be worn at all times while operating followspots and personnel lifts and while utilizing and walking on catwalks. Earplugs are also available on request for use to protect against hearing loss or damage when using power tools. Running lights approved by IAC Tech staff must be used during all performances & tech rehearsals. Client must provide an English-speaking person for load-in and on running crew. All client labor is done at the client's own risk.

IAC Theatre Client Safety Orientation

HOUSE PHONES: IAC house phones are located in the basement by the elevator, backstage hallway and at the Carpenter lobby Security Station. The on-duty Security mobile number is 214.878.5601.

EXIT LOCATIONS:

Shop Dupree Theater Carpenter Hall Rehearsal Hall

FIRE ALARMS:

Unless told in advance by IAC or Irving Fire Department personnel, **treat all fire alarms as real** and evacuate the facility through the designated exits. Proceed to the northeast parking lot and wait for instructions from IAC staff. Client personnel should assist in the evacuation process as the emergency plan requires.

SEVERE WEATHER

In case of severe weather, get to an interior area of the facility (away from windows) and wait for instructions from IAC staff. The rehearsal hall is one of the designated safe areas, as is the basement. Use stairwells to access the basement. Do not use the elevators!

POWER FAILURE

In case of a power outage not related to a fire alarm, stay where you are and wait for instructions from IAC staff. Emergency lights will stay on long enough to evacuate the facility.

INJURY

In case of serious or life threatening injuries, call 911 first and then notify IAC Security and/or staff. First aid kit locations: shop, security station, Carpenter Patron Service Office, Dupree Box Office and administration.

SAFETY EQUIPMENT AVAILABLE

- Fall arrest gear
- Eye & hearing protection
- Dust mask
- Gloves (both bio-hazard and work gloves available)
- Back braces for lifting heavy objects
- Two & four wheeled carts.

Put completed copy in Adalia Trevino's box in the admin offices immediately following orientation.

RESTRICTED AREAS & EQUIPMENT

The following equipment and areas may be utilized and are accessible only when a Theatre Technician is working with your group or has authorized you to use them.

- Fly rails, catwalks & sounds booths.
- Orchestra lifts
- Cat walks
- Man lifts
- Major shop tools (table saw, drill press & crosscut saw)

When an area is roped off or signage is posted indicating a danger, obey signs. Avoid areas when warning signs and/or barriers are present.

- ✓ Does everyone understand everything outlined in the Safety Orientation?
- ✓ Are there any questions or comments at this time?
- ✓ Thank you for your time.

By signing below the client representative acknowledges understanding of everything outlined in the safety orientation and takes responsibility for conveying this information in a timely manner to all employees, volunteers or visitors of the organization participating in or around the stage, backstage, catwalks, sound booths, dock or scene shop areas not present for this orientation.

Client Representative Signature _____

Print Name _____

Contracting Client Name _____

Event _____

Date of orientation _____

IAC Staff Conducting Orientation _____

Put completed copy in Adalia Trevino's box in the admin offices immediately following orientation.

I R V I N G A R T S C E N T E R

E M E R G E N C Y P R O C E D U R E

A N D

E V A C U A T I O N P L A N F O R T H E T H E A T E R S

How to Report a Fire:

Report all fires, smoke, smoke odors or suspected fires by operating any of the manual fire alarm pull stations located throughout the building.

Evacuation Plan:

Upon hearing the fire alarm:

1. Evacuate the premises as directed.
2. Walk briskly, but **do not run.**
3. **DO NOT USE ELEVATORS!!**
4. Keep to the right in halls and in single file on stairs.
5. Once evacuation starts, do not turn back at any time.
6. Keep conversation to an absolute minimum.
7. If you find an exit blocked by smoke, debris, or other conditions, try another known alternative, safe, available exit route.
8. Hold onto the handrails when available.
9. If closed doors feel hot, do not open them. Seek an alternative evacuation route.
10. If your route of evacuation is filled with smoke, drop to the ground and crawl to safety.
11. No attempt should be made to use fire hoses.
12. After evacuation to northeast corner of parking lot, remain there until the IAC Security or other IAC staff advises that is safe to re-enter the premises.
14. Do not stand in fire lanes.

15. Do not block fire hydrants or fire connections.
16. Do not attempt to move or leave in personal vehicles, unless so instructed by Police or Fire Officials.
- 17.) See floor plan to identify exit route.

EMERGENCY PROCEDURES

for Light Board Operator (Client may provide)

Power Failure

- ◆ Have a flashlight at all times.
- ◆ Inform the followspot operators to stay where they are.
- ◆ Use the headsets to stay informed by the stage manager and IAC Theatre Technician.
- ◆ Turn off the light board.

When power is restored

- ◆ Turn on the light board and bring up the house and work lights.
- ◆ Check the patch and light cues before continuing show.

Tornado & Severe Weather

- ◆ Take the flashlight at the console..
- ◆ Turn house lights up. ◆ Evacuate to the theatre using interior passages; followspot operators evacuate via the catwalks to the theatre.
- ◆ **Raise orchestra lift to stage level. If lift cannot be raised, ladder in Scene Shop may be used to evacuate persons in the pit ONLY after IAC Theatre Technician advises that the imminent danger has passed.**
- ◆ Evacuate to the theatre and listen for further instructions from IAC staff. .

Fire

- ◆ Take the flashlight at the console
- ◆ Turn house lights up.
- ◆ Evacuate, and if applicable, help the followspot operators evacuate via the stairs/ladder located directly off the catwalks and exit through the theatre lobbies.
- ◆ **Raise orchestra lift to stage level. If lift cannot be raised, use the ladder in Scene Shop to evacuate persons in the pit.**
- ◆ When cast and crews have exited, leave the building via the nearest designated exit.
- ◆ Gather in the northeast corner of the parking lot and conduct a head count. If anyone is missing, **DO NOT RE-ENTER THE BUILDING.** Notify IAC Theatre Technician via radio.
- ◆ After evacuation to northeast corner of parking lot, remain there until the IAC Theatre Technician advises that it is safe to re-enter the premises.
- ◆ Do not stand in fire lanes.
- ◆ Do not block fire hydrants or fire connections.
- ◆ Do not attempt to move or leave in personal vehicles.

EMERGENCY PROCEDURES

For Sound Board Operator (Client may provide)

Power Failure

- ◆ Have a flashlight at all times.
- ◆ Use the headsets to stay informed by the stage manager and IAC Theatre Technician.
- ◆ When the power goes off, immediately shut down power to console and racks.

When power is restored

- ◆ Turn off all breakers; restore system power in correct sequence.
- ◆ Check all mics and tape decks / CD players before continuing show.

Tornado & Severe Weather

- ◆ Take the console/booth flashlight.
- ◆ Evacuate to the theatre using interior passages.
- ◆ Listen for further instructions over radio.

Fire

- ◆ Take the console/booth flashlight.
- ◆ When basement is clear, notify the IAC Theatre Technician and leave the building via the nearest designated exit.
- ◆ Gather in the northeast corner of the parking lot and conduct a head count. If anyone is missing, DO NOT RE-ENTER THE BUILDING. Notify IAC Theatre Technician.
- ◆ After evacuation to northeast corner of parking lot, remain there until the IAC Theatre Technician advises that it is safe to re-enter the premises.
- ◆ Do not stand in fire lanes.
- ◆ Do not block fire hydrants or fire connections.
- ◆ Do not attempt to move or leave in personal vehicles.

EMERGENCY PROCEDURES

For IAC Theatre Technician

Power Failure

- ◆ Advise all staff via radio of your location.
- ◆ Advise patrons to remain in place and calm.

When power is restored

- ◆ Have the stage Won fire doors retracted to silence alarm.
- ◆ Communicate with IAC Theatre Technician, Front of House Staff and crew to determine restart of show options.
- ◆ Inform audience.

Tornado & Severe Weather In the event of impending inclement weather prepare a flashlight, review emergency procedures with staff and clients and assign a staff member to monitor weather bulletins if IAC Security is not on duty.

City emergency sirens will sound continuously in the event of threatening weather. The city emergency warning sirens are tested at 1p.m. on the first Wednesday of every month but only during non-threatening weather. ◆ Press the “works” in CPH or “stage and house” in DT on the touch panel.

- ◆ Advise patrons to remain seated, calm and to duck and cover their heads. Be sure theater doors are closed.
- ◆ Assess damage and remain in theatre house.
- ◆ IAC Security will determine when the sirens have been turned off and will give the final signal to return to normal operations.

Fire

- ◆ Proceed to stage manager and confirm that instructions are given to board ops and others on headsets and on stage
- ◆ Proceed to the Basement. Check dressing rooms and Green Room assigned to your theater. Call into each restroom. Close doors behind you. Be sure to close the doors between the two sides of the basement.
- ◆ Proceed to theater. Assist in and monitor evacuation. Alert Fire Department staff of any special evacuation needs.
- ◆ When seating area is clear, close the doors. Coordinate with FOH staff and Security to assure all patrons are clear of the premises. Notify IAC Security of anyone reported missing.
- ◆ Exit to the northeast corner of parking lot. Assure patrons and remind them to keep fire lanes, fire hydrants and connections clear and not to attempt to leave in or move personal vehicles.
- ◆ While proceeding to the Fire Department staff, check in with Stage Crews and FOH staff.
- ◆ After conferring with Fire Dept. staff, proceed to evacuees and confer with Organization Leaders and Producers to determine restart options and course of action.
- ◆ Inform evacuated patrons and staff.

EMERGENCY PROCEDURES

For Front of House Staff

In the event of impending inclement weather, review Emergency Procedures. In the case of an emergency, implement the following procedures:

Power Failure

- ◆ Assure patrons and encourage them to remain in place and calm.
- ◆ Await instructions from IAC Security via radio.

Tornado & Severe Weather

- ◆ Calmly usher patrons in lobby into the theater house and encourage them to be seated and duck and cover their heads. Close theater doors.
- ◆ If the seating area is too remote, usher patrons into Rehearsal Hall or backstage hallway. GET OUT OF THE LOBBY

Fire

- ◆ Take flashlight and phone
- ◆ Always know the seating location of handicapped patrons. Be alert to special evacuation needs. If upstairs, instruct them to remain in the elevator lobby area for safe evacuation by IFD personnel. Notify IAC Security via phone of their presence and location.
- ◆ Check lobby restrooms, Box Office & Patron Services window.
- ◆ Direct patrons out of the building and to the northeast corner of parking lot. Assist in closing theater doors as directed.
- ◆ Exit to the northeast corner of the parking lot.
- ◆ If anyone is reported missing, DO NOT RE-ENTER THE BUILDING. Notify IAC Security via radio.
- ◆ After evacuation to northeast corner of parking lot; remain there until IAC Security advises that it is safe to re-enter the premises.
- ◆ Do not stand in fire lanes.
- ◆ Do not block fire hydrants or fire connections.
- ◆ Do not attempt to move or leave in personal vehicles.

EMERGENCY PROCEDURES

For Ushers (Client may provide)

Always have a flashlight available. In the event of impending inclement weather, review emergency procedures with FOH. **A review card is mounted in each box office annex.** In the case of an emergency, implement the following procedures:

Power Failure

- ◆ Audience will be asked to remain in place until instructed to move.
- ◆ Emergency lighting will come on.
- ◆ Use your flashlight as necessary to assist the patrons. Calm and reassure patrons as necessary.
- ◆ Open the doors to prevent anyone running into them.
- ◆ The audience will be instructed to stay in their seats until given further notice.

When power is restored

- ◆ The alarms will buzz when the power is restored, until IAC staff manually turns them off.
- ◆ Resume activities as usual, unless IAC Theatre Technician (or Security in absence of Theatre Technician) gives other instruction.

Tornado & Severe Weather

- ◆ In the event of a Tornado or Severe Weather follow the IAC staff instructions
- ◆ The audience will be instructed to remain in their seats and to duck and cover their heads.
- ◆ Calmly usher patrons in lobby into the theater house and encourage them to be seated and duck and cover their heads.
- ◆ If the seating area is too remote, usher patrons into rehearsal hall or hallway between the theaters. **GET OUT OF THE LOBBY.**
- ◆ Close theater doors. Calm and reassure patrons as necessary.
- ◆ Wait for further instructions from IAC Security

Fire

- ◆ In the event of a Fire Alarm, everyone must evacuate the building.
- ◆ Know the closest exit route from your position. Be familiar with at least one alternative route.
- ◆ Note location of patrons with mobility impairments. They may require your assistance during evacuation.
- ◆ You will recognize the fire alarm by the recorded voice that will provide verbal instructions to exit the building. **DO NOT USE ELEVATORS.**
- ◆ Open the doors and clear paths of any obstruction. When the last patrons have exited, assist in closing the theater doors and exit the premises.
- ◆ Gather in the northeast parking lot; remain there until IAC Security advises that it is safe to re-enter the premises. If anyone is reported missing, **DO NOT RE-ENTER THE BUILDING.** ◆
Do not stand in fire lanes. Do not block fire hydrants or fire connections.
- ◆ Do not attempt to move or leave in personal vehicles.

EMERGENCY PROCEDURES

For Security

In the event of impending inclement weather, prepare a flashlight and the weather radio in a secure area and review emergency procedures,

Power Failure

- ◆ Advise all staff, via group channel on phone, of your location. In the event of a prolonged outage consult with the Theater Technician to determine whether to proceed with an event. IAC Security must stay with the facility until power is restored to ensure there are no problems when building systems re-energize. During prolonged outages contact Chris Bailey or Ross Moroney for assistance.
- ◆ Proceed to a telephone and be prepared to place calls for necessary services. If phone system is down, use cell phone

When power is restored

- ◆ Be prepared to retract the Won fire doors and silence the alarm.

Tornado & Severe Weather

- ◆ **Take weather radio** and proceed to the IAC Rehearsal Hall, if the rehearsal hall is vacant, proceed to theatre house. DO NOT STAY IN THE LOBBY AREA.
- ◆ Coordinate evacuation with Theater Technicians & FOH.
- ◆ Monitor IAC radio for problems or potential problems in other areas of the facility and take appropriate actions. Keep other staff informed of weather developments ascertained via the weather radio. Monitor the city emergency sirens to determine when they are turned off. Consult with Theater Technicians & FOH to determine if and when normal operations can resume.
- ◆ Following the storm be prepared to place phone calls for necessary services.

Fire

- ◆ PHONE 9-1-1 from house land line or direct non-staff person to so so.
- ◆ Communicate with all staff via group channel to make sure evacuation is in progress.
- ◆ Proceed to Knox Box entrance at Dupree main doors. Ascertain cause/location of alarm by viewing the annunciator panel by the Dupree restrooms. Meet Irving Fire Department personnel and take them to the fire alarm panel located in the scene shop.
- ◆ Confirm with FOH staff the presence of handicapped patrons needing IFD evacuation assistance and communicate information to IFD on arrival.
- ◆ Assist in directing patrons to northeast corner of parking lot.
- ◆ Assure patrons and remind them to keep fire lanes, fire hydrants and connections clear and not to attempt to leave in or move personal vehicles.
- ◆ Facilitate unencumbered movement of all emergency vehicles.
- ◆ Assist emergency medical personnel in injury assessment.

- ◆ If the Fire or Police Department begins to move patrons cars from the parking areas, lend assistance as necessary.

EMERGENCY PROCEDURES

For Stage Manager (Client)

Always review the Emergency Procedures and escape routes with your cast and crew at the beginning of each run. Always have a flashlight available. In the event of impending inclement weather, again review emergency procedures with cast and crew. In the case of an emergency, implement the following procedures:

Power Failure

- ◆ Have cast stay where they are until instructed to move.
- ◆ Crew members with flashlights should help the cast off stage.
- ◆ Anyone in the orchestra pit should remain where they are until instructed to move.
- ◆ The audience will be instructed to stay in their seats until given further notice.
- ◆ Clear COM communication will be lost. Wait for power to be restored or for further instructions from IAC Theatre Technician.

When power is restored

- ◆ The fire alarm will buzz when power is restored. Wait for IAC staff to silence it.
- ◆ Check with the booth to see if everything has been restored and they are ready to continue.

Tornado & Severe Weather

- ◆ In the event of a Tornado or Severe Weather: all cast, crew, and orchestra members must follow the IAC Theatre Technician's instructions.
- ◆ Crew members with flashlights should help the cast off stage and report to the theatre house.
- ◆ Wait for further instructions from IAC Theatre Technician.

Fire

- ◆ In the event of a Fire Alarm, all cast, crew and orchestra members must evacuate the building.
- ◆ You will recognize the fire alarm by the recorded voice that will provide verbal instructions to exit the building.
- ◆ Grab the flashlight and your cast and crew list.
- ◆ Turn off all fog machines.
- ◆ Proceed to Scene Shop; call to the Break Area, Tool Room and Crew Restroom. When these areas are clear, exit via the nearest exit.
- ◆ Gather in the northeast corner of the parking lot and conduct a head count. If anyone is missing, notify IAC Theater Technicians via radio. **DO NOT RE-ENTER THE BUILDING.**
- ◆ After evacuation to the northeast corner of the parking lot, remain there until the IAC Theatre Technician advises that it is safe to re-enter the premises.
- ◆ Do not stand in fire lanes. Do not block fire hydrants or fire connections.
- ◆ Do not attempt to move or leave in personal vehicles.

EMERGENCY PROCEDURES

For Flyman (Client may provide)

Power Failure

- ◆ Make sure that all lines are locked.
- ◆ Remain in place and wait until power is restored and you receive instructions from the Stage Manager or the IAC Theatre Technician.

Tornado & Severe Weather

- ◆ Make sure that all lines are locked.
- ◆ Proceed to the theatre house.

Fire

- ◆ In the event of a fire alarm, all cast, crew and orchestra members must evacuate the building.
- ◆ You will recognize the fire alarm by the recorded voice that will provide verbal instructions to exit the building.
- ◆ Make sure that all lines are locked.
- ◆ Grab the flashlight.
- ◆ Exit via the Dupree Theater lobby.
- ◆ Gather in the northeast corner of the parking lot and conduct a head count. If anyone is missing, notify IAC Theater Technicians via radio. **DO NOT RE-ENTER THE BUILDING.**
- ◆ After evacuation to the northeast corner of the parking lot, remain there until the IAC staff advises that it is safe to re-enter the premises.
- ◆ Do not stand in fire lanes.
- ◆ Do not block fire hydrants or fire connections.
- ◆ Do not attempt to move or leave in personal vehicles.

EMERGENCY PROCEDURES

For Organization Leaders - Producers, Directors, etc. (Client)

Power Failure

- ◆ Report to Stage Manager.

When power is restored

- ◆ Proceed to Stage Manager's console to determine restart of show options.

Tornado & Severe Weather

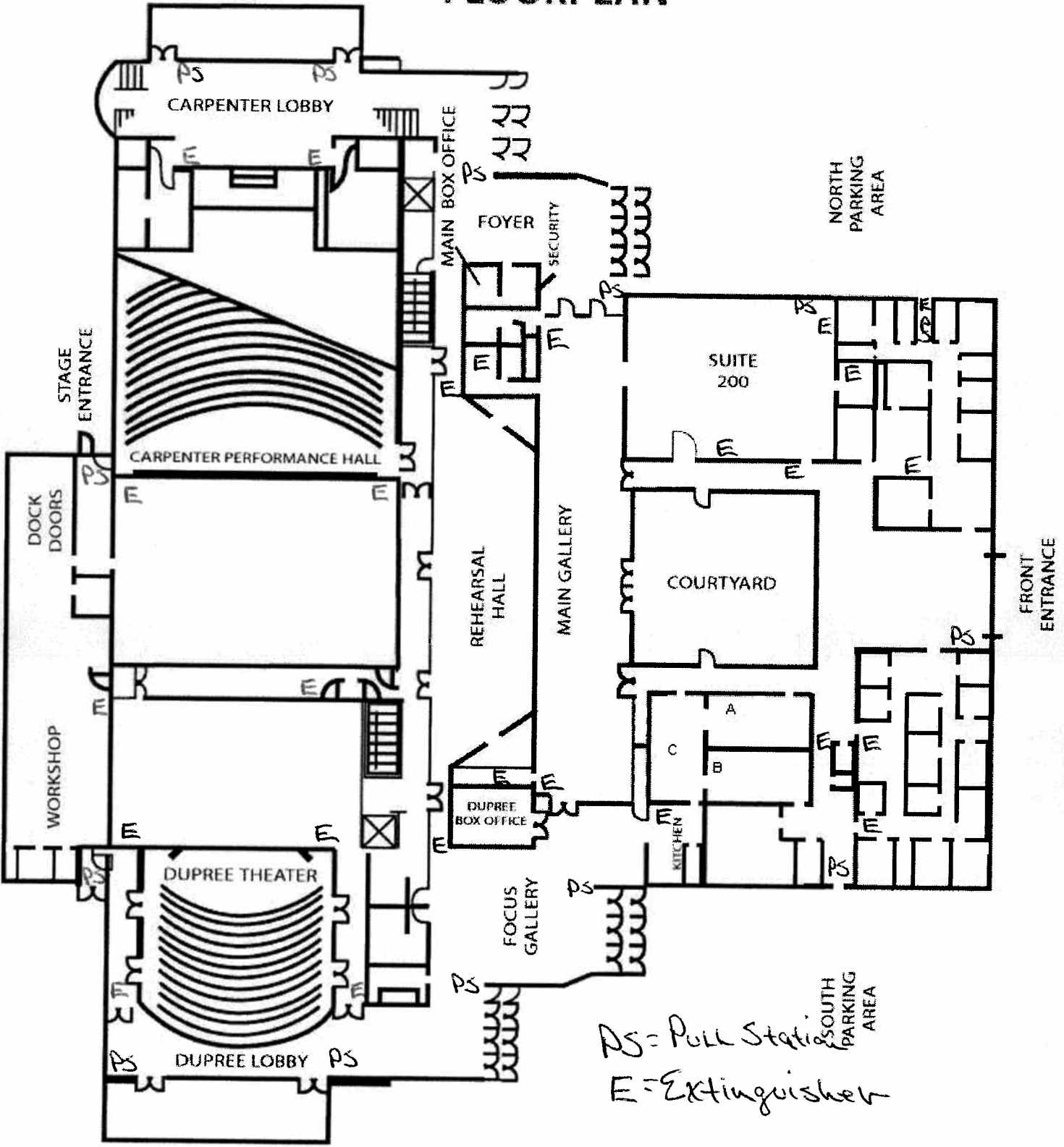
- ◆ Proceed to the theatre house. Find Stage Manager and IAC Theatre Technician to discuss restart of show options.

Fire

- ◆ Evacuate the building, following the instruction of the Stage Manager and the IAC Staff
- ◆ After evacuation, proceed to northeast corner of parking lot. Once evacuated, find Stage Manager and IAC Theatre Technician to discuss restart of show options.

N

FLOORPLAN



PS = Pull Station
 E = Extinguisher

MACARTHUR BLVD

I R V I N G A R T S C E N T E R

EMERGENCY PROCEDURE AND EVACUATION PLAN FOR THE ADMINISTRATIVE OFFICES, SUITE 200, ARTS LAB & MEETING ROOMS.

The following instructions are for you to follow to report a fire or to evacuate the building when there is a fire, fire drill, power failure or other disaster or emergency.

How to Report a Fire:

Report all fires, suspected fires, smoke or smoke odors by operating any of the manual fire alarm pull stations located throughout the building.

Fire Drill Procedure:

Fire drills will be scheduled by the IAC Security department on an annual basis. Two separate drills will be conducted - one for the day shift & one for the evening and weekend personnel.

IAC Fire Alarm Response and Evacuation Procedures

Alarm Sequence	Staff Actions
<p>1. The fire panel alarm sounds and automatically signals the monitoring company. The monitoring company will notify the Fire Department and a fire engine is dispatched. If the alarm occurs during business hours the monitoring company will contact IAC Front Desk to notify them of the alarm. The fire alarm will emit a continuous voice evacuation until IFD authorizes the system to be silenced or reset. If the alarm occurs after regular business hours Security will be contacted via the on-duty cell phone.</p> <p>2. After notification of an alarm Security will report to the Knox Box outside Dupree Lobby to await arrival of IFD. The device activated causing the alarm can be ascertained by checking the main fire panel on the wall near the Dupree restrooms or one of the three touch panels located by Security, next to the main Admin office door or in the Scene Shop by the office door. When IFD arrives guide them to the main fire panel. No attempt should be made to silence the alarm or reset the panel without authorization of IFD personnel. Even if the potential cause is known.</p> <p>3. Security will keep Evacuation Monitors apprised of the situation as information is gathered. Please keep cell phone/ Push To Talk use to a minimum so that essential communications can be relayed without delay.</p> <p>4. The Fire Department will issue the “all clear” and Security will notify Evacuation Monitors via cell phone/ Push To Talk that it is safe to return to the building.</p>	<p>1. The evacuation of the staff & visitors. At the sound of the alarm, all occupants will evacuate the facility and report to the Northeast parking lot via the routes indicated below. The patios are <u>not</u> designated fire exits but may be used as such if needed.</p> <ul style="list-style-type: none"> ▪ Art Lab/Suite #200 foyer – exit building at north or east (front) doors. ▪ Suite #200 – exit building at side, north or east (front) doors ▪ Suite #300 (IAC) – exit building at south or east (front) doors. ▪ Group Room – exit building at south or front doors ▪ Carpenter Box Office – exit building at north doors. ▪ Dupree Box Office – exit building at south doors. <p>2. Wait in northeast parking lot until a member of the Fire Department or Security has indicated it is safe to re-enter the building.</p>

Evacuation monitors, M-F, 8 AM to 5 PM (report to assigned area at the sound of an alarm). Do not enter any areas exhibiting signs of heavy smoke, heat or fire. Shout out into the direction of the smoke/fire and listen for response. Back out to a safe area and report findings to Security via cell phone/ Push To Talk. This information must be relayed to Security immediately so that fire crews can take appropriate action when they get onsite.

- **Kass** – assist evacuation of Focus Gallery, kitchen, Dupree Box Office, lobby and restrooms; proceed to Dupree entrance to prevent re-entry.
- **Rosie** - assist in the evacuation of the IAC staff and Art Lab/Suite #200 foyer. Proceed to northeast parking lot.
- **Mary D/Front Desk** – check art group room (Mary take cell phone/ Push To Talk and swipe card for group room from front desk); proceed to Dupree side to prevent re-entry.
- **Adalia** – assist evacuation of Carpenter Box Office, lobby and restrooms. Proceed to northeast parking lot.
- **Marshall** – assist evacuation of men’s restroom on northeast side of building, Main gallery and gallery restrooms; proceed to front entrance to prevent re-entry.
- **Anthony** – assist evacuation of Rehearsal Hall and basement; proceed to scene shop exit and prevent re-entry.
- **Ross & Theater Techs** on-site – assist evacuation of Carpenter, Dupree and scene shop; proceed to Carpenter entrance to prevent re-entry and keep the fire lane clear.
- **Marcie** – assist in evacuation of women’s restroom near the IAC office and ABC meeting rooms. Proceed to northeast parking lot.
- **Rebecca** – assist with evacuation of Suite 200 then proceed to northeast corner of the building and inform evacuees as they exit the building to gather in the far northeast corner parking lot. Remind everyone to stay clear of the building and fire lanes.
- **Security** – proceed to Knox box at Dupree Lobby doors and wait for arriving fire crews. Ascertain cause of alarm via indication panel next to Dupree restrooms. Relay any information as it is received.
- **FOH Staff** – After-hours and weekends-follow evacuation plan, staying in touch with Security via the cell phone/ Push To Talk.

Evacuation Plan:

Upon hearing the fire alarm, the following evacuation plan becomes effective:

- 1.) Evacuate the premises as directed. Always know your closest route to safety. Think in terms “Will I be able to find a safe route to safety in complete darkness?”
- 2.) Walk briskly, but **do not run.**
- 3.) **DO NOT ATTEMPT TO USE ELEVATORS !!**
- 4.) Keep to the right in halls and in single file on stairs.
- 5.) Once evacuation starts, do not turn back at any time.
- 6.) Keep conversation to an absolute minimum.
- 7.) If you find an exit blocked by smoke, debris, or other conditions, try another available exit route.
- 8.) Hold onto the hand rails where available.
- 9.) If closed doors feel hot, do not open them, seek an alternative evacuation route.

- 10.) If your route of evacuation is filled with smoke seek an alternative route to safety. If no other route is available drop to the ground and crawl to safety.
- 11.) No attempt should be made to use fire hoses.
- 12.) After evacuation to the northeast corner of the parking lot, remain there until the Fire Department personnel advises the Security that is safe to re-enter the premises.
- 13.) See the floor plan that shows your exit route.
- 14.) Do not stand in fire lanes.
- 15.) Do not block fire hydrants or fire connections.
- 17.) Do not attempt to move or leave in personal vehicles, unless so instructed by Police or Fire Officials.

Tornado & Severe Weather

- ◆ Anytime the city emergency warning system is activated all personnel in the facility must proceed to a safe area. The city emergency warning siren will sound continuously while the area is under a threat. Keep in mind that the city emergency warning system is tested at 1pm on the first Wednesday of every month but only during non-threatening weather. Always keep yourself informed of potential severe weather in the area.
- ◆ Turn off the all office machines and unplug them when possible. Do not go outside or try to leave the facility. Grab a flashlight and evacuate the facility just as you would during a fire alarm only instruct everyone to proceed to the basement via the stairwell. For those without specific areas to evacuate proceed to the basement. Do not use the elevator. In the event of a high occupancy of the facility, such as events or meetings held in the Suite 200, the Art Lab/Suite #200 foyer or meeting rooms, evacuate these people to either the Rehearsal Hall, hallway between the theaters, stairwells or the theaters themselves if there is not enough room in the basement. For events held in the theaters see “Evacuation Plan for Theaters.”
- ◆ Wait against the walls for further instructions from IAC staff or until the “all clear” signal is given. Security will determine when the siren has been turned off and will give the final signal to return regular operations.

Power Failure

- ◆ Know the location of the flashlights.
- ◆ When the power goes off, unplug office machines.
- ◆ Evacuate after 30 minutes without a return of power if power loss occurs at night or in dark conditions. (The emergency light battery packs are only guaranteed for 90 minutes and the Arts Center does not have a back up generator.) Security will stay on property until power is restored to ensure there are no problems with building systems after being re-energized. For prolong outages contact Chris Bailey or Ross Moroney for assistance.

When power is restored

- ◆ Check lights and plug in office machines.
- ◆ Return flashlights to proper storage locations.



Event Information Sheet

Form must be complete in order for use agreement to be valid.

Contract name/Department _____
 Event Date _____ Event Title _____
 Description (*may be used for promotion*) _____
 Main Contact/Authorized Agent _____ Title _____
 Telephone (w) _____ (cell) _____ Email _____
 Stage Mgr/Coordinator _____ Telephone (Cell) _____ E-mail _____

Scene Shop Usage

Availability determined by Technical Theatre Coordinator. Call Ross Moroney, 972-252-7558, ext. 1259.

Space Reservation

Venue: _____

All space needed must be reserved in advance through IAC Booking Staff. Rental of Carpenter Hall or Dupree Theatre for rehearsal/set up **does not** include the lobby or concession stand. Use agreement Performance listings include the theatre, lobby and concession stand. Dress or other rehearsals with audience members present in the theater require additional staff and will be charged at performance rates. Questions or changes to reservations? Call 972.252.7885, ext. 1262.

Staging Requirements (Check items needed.)

Podium House Main Curtain If used, client must provide operator!
 Stage Hands (*client provides*) Yes If yes, how many? Show _____ Strike _____
 Special Effects (*pyro, fire, etc.*) Yes If yes, explain _____
 Black Scrim White Scrim Star Curtain (*available in Carpenter only*) Fog Machines (*four available*)
 Ground Row Lighting **Technical Rider attached?** Yes
Marley Floor required? Yes (*If yes, review reservation! Use requires an extra hour for set-up and an extra hour for strike*)

Orchestra/Musician Requirements

Musicians How many? _____ Stage w/shell Stage without shell Pit # of chairs _____ stands _____
 stand lights _____ *Use of shell requires an hour for set-up and an hour for strike plus labor costs.*
 Harpsichord 9' Steinway Piano 7' Baldwin Piano 5' Steinway Piano Upright Piano (*Charges for tuning and rental apply*)
 *Percussion Equipment (*Check what is needed. Instruments available on a first come, first served basis.*)
 Vibraphone Xylophone Orchestra bells Chimes 23" Timpani 26" Timpani 29" Timpani
 32" Timpani 18" Crash cymbals 28" Gong 36" Gong 36" Bass drum w/ stand 36" Bass drum w/ stand
 *A client's failure to use requested equipment or piano may result in additional charges.

Lighting Requirements (If special plot is required, it must be submitted 14 days prior to move in/set up)

Plot Standard house Show plot Plot attached? **NOTE:** Client pays for labor to hang and restore plot.
 Followspots (*Two available*) **NOTE:** Followspot Operators must be provided by client!
 Lighting Designer _____ Ph # (w) _____ (cell) _____

Audio/Video Requirements

Microphones # needed _____ Monitors # needed _____ CD Cassette Projector Screen (11.5't x 16'w)
 A/V Company & Contact (*client provides*) _____ (w) _____ E-mail _____

Dressing Rooms

Size of Cast # of men _____ # of women _____ Needed for rehearsals Yes Start date _____
 Wardrobe Yes **Wardrobe Racks** (*limited # available*) Yes **NOTE:** Dressing rooms will be assigned based on production needs and availability. Large casts may require use of Rehearsal Hall. Please list on reservation accordingly. Additional fees may apply.
The Arts Center is not responsible for items left in dressing rooms. A lock box is available backstage for valuables. On request, client Stage Manager will be given custody of the key while on site.

Parking, Entrances and Exits

Cast and Crew: DO NOT ENTER THROUGH LOBBY AREAS! Please use Stage Entrance, NW corner of the building, by the loading dock.

Front of House

Event start _____ **NOTE:** Lobby opens one hour prior to show start. House opens half hour prior to show start.

Late seating allowed If yes, when? _____ **Intermission** How many? ____ Length of each _____

Will you be selling/providing concessions? Yes **Will you or an outside vendor be selling souvenir items?** Yes **NOTE:** A 20% commission on all merchandise and vendor sales is collected by IAC payable at event end by cash or charge (no AMEX). IAC House staff must approve locations of vendors prior to event start. Concession food & beverage sales excluded from commission requirement.

Box Office Will your event be ticketed? yes no **If yes, read below.**

All clients renting the Arts Center must use the Irving Arts Center Box Office for pre-event and night-of-show sales. Applicable service charges are collected from the ticket buyer. Charges are assessed to the client for tickets pulled off the system for sales through other outlets. (see Box Office Service Procedures). **NOTE:** The client must sign the Use Agreement and submit a ticket order form before tickets can be placed on sale in the IAC Box Office. Ticket sales will be suspended for failure to adhere to terms of use agreement.

Catering/Receptions

Are you serving food in conjunction with your event? yes **Will the kitchen be required?** yes

When is the reception scheduled? preshow intermission postshow

All food served at public functions, ticketed events and open receptions must be prepared for service by a licensed food service establishment. Catering permits must be submitted to the IAC office 5 days prior to event date. If prepared food trays are served, purchase receipts must be available for inspection at the time of the event. Private events, meetings and receptions do not require the use of a licensed caterer or food service establishment. Caterer arrival time _____

Name of food service establishment _____

Catering contact _____ Phone _____ E-mail _____

Client reception coordinator _____ Phone _____ E-mail _____

List refreshments to be served _____

If electric warmers will be used, list type & amperage _____

Lobby Tables & Easels

The Irving Arts Center has the following items available on a first come, first served basis (Skirting and tablecloths not provided.)

Four 8' x 30" # requested _____ Two 10' x 30" # requested _____ Two 12' x 30" # requested _____

Caterer will be bringing tables Three plain easels # requested _____ Three decorative easels # requested _____

Cleaning & Restoration

Client and caterer are responsible for cleaning all areas used in food preparation & serving, lobby included. Client failure to enforce the "No Food or Drink in Theater" rule will result in extra charges. Dressing rooms used must also be cleaned of trash and personal items following use. Furniture set by the client must be stored after each use. Improperly restored spaces will result in additional charges.

Alcoholic Beverage Policy

Clients must request permission to serve alcohol by indicating such intent on this form. Service of alcohol is limited to wine, beer and champagne. Will alcohol be served at this event? Yes No If yes, list date(s) of service _____

Alcohol service start time _____ End time _____ Bar location(s) _____

The client is responsible for upholding all laws and statutes concerning the serving of alcohol. Alcoholic beverages may not be sold nor may donations, including voluntary contribution or tip jars, be used when alcohol is served. Kegs and margarita machines are not permitted. Liquor may not be served under any circumstances. All alcoholic beverages must be served by a licensed TABC server in a professional uniform. Server's certification must be sent to IAC booking staff two weeks prior to the event. Event guests or participants may not be used as servers of alcohol. Self-service bars are prohibited. Alcohol will be removed to a secure location by a Patron Services representative immediately following cessation of service or when not under the supervision of a TABC server.

Client Signature Required

I have read the IAC Event Information Sheet and attachments and understand I am responsible for informing members and volunteers of my organization and vendors hired by me of the policies & procedures governing facility use.

Client Signature

Date

IAC Booking Staff

Date approved

IAC Technical Theatre Coordinator

Date approved

For questions about your upcoming event at the Irving Arts Center or completing this form, please contact Booking Coordinator Adalia Trevino at 972-252-7558, ext. 1262.



EXHIBITION GUIDELINES

VENUES

Main Gallery, 3808 sq. ft, 26'26" H, 200 linear ft. wall space
Focus Gallery, 976 sq. ft, 8'10" H, 76 linear ft. wall space
Dupree Theater Lobby, 2678 sq. ft, 16" H, 140 linear ft. wall space
Carpenter Performance Hall Lobby, 2795 sq. ft, 30' H, 140 linear ft. wall space
Sculpture Garden, 2 acres

PROCEDURE FOR ARTISTS SEEKING CONSIDERATION

The Arts Center's visual arts program is managed internally and includes exhibitions curated in-house as well as nationally touring exhibitions.

Individual artists seeking consideration for exhibition opportunities should send the IAC Gallery Director/Curator a current resume, an artist's statement, 10-20 slides of recent or proposed work and any other supportive materials with a cover letter. Also included should be a self-addressed stamped envelope for the return of materials. Slides and/or photographs must be clearly labeled with artist, title, dimensions and media. Materials are reviewed on a continuous basis and may be retained for 12-18 months. Exhibitions are scheduled one to three years out. All media is considered.

ART CONNECTION MEMBERSHIP PROGRAM

In October 2000 the Irving Arts Center initiated ART CONNECTION, a membership program for the visual arts. Membership benefits for artists include a participation in the Arts Center's on-line artist registry and opportunities to participate in members-only exhibitions. For more information, call the Arts Center for a brochure or visit the IAC website at www.irvingartscenter.org.

EXHIBITION PROPOSALS BY ARTS ORGANIZATIONS

Non-profit organizations with 501©(3) designations that have been in existence for at least three years with a documented record of producing and mounting exhibitions are eligible to submit an exhibition proposal to the Gallery Director/Curator. All such requests by art organizations are subject to space availability, review by the Visual Arts Program Committee, and approval by Irving Arts Board.

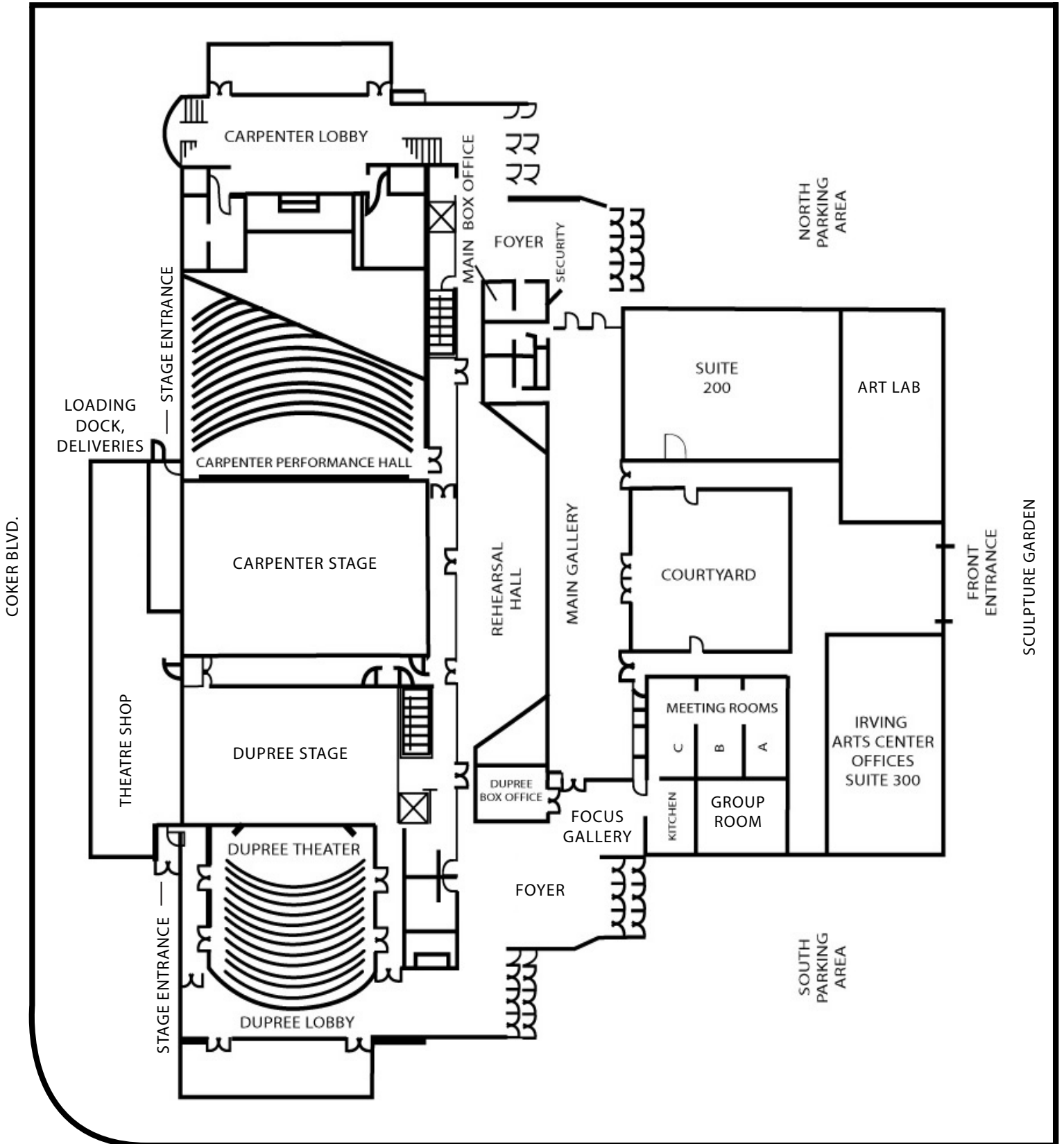
The galleries may be rented for social functions and non-exhibition activities. To check availability, contact the Arts Center's Booking Department at 972.252.7558. Gallery availability is determined by appropriateness and compatibility with the Irving Arts Center's Visual Arts Program Activities.

SALES OF ARTWORK

Sales are permitted and a price list for all exhibitions, when applicable, is available to the public. The sale of artwork in the IAC Galleries is the sole responsibility of the artist or the exhibiting organization. A 20% commission on all artwork sold as a result of an Irving Arts Center exhibition is payable to the Irving Arts Center. Individuals or organizations engaging in the sale of artwork in the Galleries are also required to report all sales and submit the proper tax amounts to the State Tax Comptroller.

IRVING ARTS CENTER FLOORPLAN

MERTON WAY



COKER BLVD.

COKER BLVD.

SCULPTURE GARDEN

MACARTHUR BLVD.

NORTH
PARKING
AREA

SOUTH
PARKING
AREA

FRONT
ENTRANCE

STAGE ENTRANCE

STAGE ENTRANCE

CARPENTER LOBBY

CARPENTER PERFORMANCE HALL

CARPENTER STAGE

DUPREE STAGE

DUPREE THEATER

DUPREE LOBBY

MAIN BOX OFFICE

FOYER

REHEARSAL HALL

MAIN GALLERY

DUPREE BOX OFFICE

FOCUS GALLERY

FOYER

SUITE 200

ART LAB

COURTYARD

MEETING ROOMS

C

B

A

KITCHEN

GROUP ROOM

IRVING ARTS CENTER OFFICES SUITE 300

COKER BLVD.



**GIFTS POLICY
IRVING ARTS BOARD**

**Revised May, 2002
Approved April 8, 1997 Resolution #4-8-97-244**

TABLE OF CONTENTS

I.	INTRODUCTION	PAGE	3.
II.	TYPES OF GIFTS	PAGE	6.
	A. Types		
	B. Purpose		
	C. Venues		
III.	FINANCIAL GIFTS	PAGE	12.
	A. Acceptance		
	B. De-accession.		
	C. Recognition.		
IV.	ART GIFTS	PAGE	17.
	A. Acceptance		
	B. De-accession.		
	C. Recognition.		
V.	PROPERTY GIFTS	PAGE	26.
	A. Acceptance.		
	B. De-accession.		
	C. Recognition.		

INTRODUCTION

This policy is designed to provide the Irving Arts Board with guidance to both accept or deny the acceptance of either financial gifts, arts gifts or property gifts. This policy does not mean that the Irving Arts Board is necessarily going to engage in an active solicitation program, but it does mean that the Irving Arts Board will have guidance and policies in place as opportunities develop.

The Irving Arts Board was established August 14, 1980, by City Ordinance No. 3503. It is a nine-member board composed of citizens of Irving that serve for a two-year term. The Ordinance states that the purpose of the Irving Arts Board is the following:

. . . (a) the encouragement, promotion, improvement, and application of the arts, including music (instrumental and vocal), dance, drama, folk art, creative writing, architecture, design, and allied fields, painting, sculpture, photography, graphic and craft arts, motion pictures, television, radio, tape and sound recording, and the arts related to the presentation, performance, execution, and exhibition of these major art forms; . . .

. . . (c) the acquisition of sites for and the construction, improvement, enlarging, equipping, repairing, operation and maintenance of auditoriums, museums and civic theaters."

The source of funds for the Irving Arts Board is provided under the Hotel and Motel Tax Funds, Tax Code 351.101, "Use of Tax Revenue" which states the following:

"(a) Revenue from the municipal hotel occupancy tax may be used only to promote tourism and convention and hotel industry, and that use is limited to the following:

. . .
(4) the encouragement, promotion, improvement, and application of the arts, including instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture, photography, graphic and craft arts, motion pictures, radio, television, tape and sound recording, and other arts related to the presentation, performance, execution, and exhibition of these major arts forms; and
. . .

(b) Revenues derived from the tax authorized by this chapter shall be expended in a manner directly enhancing and promoting tourism and the convention and hotel industry as permitted in Subsection (a). That revenue may not be used for the general revenue purposes or general governmental operations of a municipality."

The foundation for any gift policy must be the mission statement for a given organization. The Irving Arts Board adopted the following mission statement at their February 1996 board meeting:

"The mission of the Irving Arts Board and the Irving Arts Center is to serve the citizens of Irving through the support and development of artistic opportunities.

They seek to create the image of Irving as a desirable place to live, work and visit by providing artistic opportunities for all citizens to learn about, participate in, experience and enjoy the arts in all its forms.

This mission is accomplished by providing financial, technical, program, and facilities support to enable artists and art organizations to enhance the quality of their artistic offerings, expand their activities into the community, and to create an environment that encourages and nurtures artistic expression."

Additionally, the Irving Arts Board also adopted a set of operating principles that will have a bearing on the gifts policy. These principles are:

"We believe

- o That art is an essential element in the life of every individual whether they recognize it or not and therefore plays an important role in the community life of Irving;
- o That local government has a necessary and appropriate role in insuring that artistic opportunities are available for all the citizens of Irving;
- o That the Irving Arts Center and Board has a responsibility to all the citizens of Irving to create, encourage, and where necessary develop opportunities for educational, participatory, and presentational experiences in all forms of the arts;
- o That the Irving Arts Center and Board will work primarily through its member arts organizations when appropriate to achieve community artistic goals and it also has the responsibility to provide direct programming when appropriate;
- o That the Irving Arts Center and Board should provide the highest quality environment including buildings, equipment, and staff for the activities of all users of the Center; and,
- o That the Irving Arts Center and Board should encourage participation of artists, arts organizations, and citizens in the broadest possible range of artistic expression."

The Irving Arts Center's staff representative for all gifts whether funds, art, or property is Rosemary L. Meng. She may be contacted at the address below:

Rosemary L. Meng
Irving Arts Center
3333 North MacArthur, Suite 300
Irving, Texas 75062
Area Code: (972) 252-7558
(972) 570-4962 Facsimile

The Irving Arts Center's business hours are 8:00 AM to 5:00 PM, Monday through Friday. All potential donors are encouraged to contact Mrs. Meng.

TYPES OF GIFTS

This section of the Gifts Policy is concerned with the various types of gifts the Irving Arts Board will consider, the purposes for which various gifts are received and the variety of venues available for the placement of gifts.

TYPES OF GIFTS

FINANCIAL GIFTS

1. Designated Financial Gifts. These are gifts of financial instruments (cash, stocks, bonds, securities, etc.) that are given for a specific purpose that has been agreed to or determined in advance by the Irving Arts Board. These gifts are given for a specific program, activity, or project.
2. Undesignated Financial Gifts. These are gifts of financial instruments (cash, stocks, bonds, securities, etc.) that are given to the Irving Arts Board for any purpose the Board feels is appropriate and that will further the mission and goals of the Irving Arts Board.

ART GIFTS

1. Interior Art Gifts.
 - a. Permanent Art Gift. A gift of art given to the Irving Art Board that is wholly owned by the Irving Arts Board and the City of Irving. This art gift would be part of the permanent collection of the Irving Arts Center.
 - b. Temporary Art Gift. A gift of art that would be placed on temporary loan and exhibited somewhere in the interior of the Irving Art Center. This gift will have a limited time on exhibition and will be expected to be returned to the individual or corporation making the loan.
2. Exterior Art Gifts.
 - a. Permanent Art Gift. A gift that meets the purposes established for the permanent collection of either the Sculpture Garden or the grounds of the Irving Arts Center.
 - b. Temporary Art Gift. A gift that meets the criteria for a specific temporary exhibition in either the Sculpture Garden or on the grounds of the Irving Arts Center. This gift will have a limited time on exhibition and will be

expected to be returned to the individual or corporation making the loan.

PROPERTY GIFTS

1. Permanent Property Gifts.
 - a. Non-Living Property Gifts. These are gifts of non-living property such as tools, furniture, land, buildings, etc. that will become part of the permanent inventory of the Irving Arts Center.
 - b. Living Property Gifts. These are gifts of plant materials such as flowers, plants, shrubs, and trees, etc. that will become part of the permanent fixtures of the Irving Arts Center property.
2. Temporary Property Gifts.
 - a. Non-Living Property Gifts. These are gifts of non-living property such as tools, furniture, land, buildings, etc. that is loaned to the Irving Art Center for a specific purpose and/or activity and which will be returned to the lender at the end of a specific time period.
 - b. Living Property Gifts. These are gifts of plant materials such as flowers, plants, shrubs, and trees, etc. that will be loaned to the Irving Arts Center for a specific period of time and which will be returned to its original owner at the completion of a specific project.
3. Interior/Exterior Property Gifts. Gifts of property to the Irving Arts Board may be utilized either in the interior or exterior of the Irving Arts Center as the situation dictates.

PURPOSE OF GIFTS

FINANCIAL GIFTS

1. Designated Financial Gifts. From time to time, the Irving Arts Board may choose to engage in a specific fund raising project. These projects may arise from operational, programmatic, or capital needs. Any such project must be consistent with the mission and goals of the Irving Arts Board. The Irving Arts Board must authorize any designated funding project by a vote of the Board in a duly called public meeting. Once the Board has authorized designated funding projects then gifts may be solicited

and received directly for the designated project. No designated gifts will be accepted without this Board's authorization and approval.

2. Undesignated Financial Gifts. From time to time, an individual or corporate donor may wish to donate financial instruments such as cash, stocks, bonds, securities, etc., to the Irving Arts Board for its utilization as the Board sees fit. Such gifts must be submitted to the Irving Arts Board for acceptance.

ART GIFTS.

1. Interior Arts Gifts.
 - a. Permanent Art Gifts. Gifts of art received and accepted for the permanent collection of the Irving Arts Center should meet museum standards and be accessible to the public for their enjoyment and education.
 - b. Temporary Art Gifts. The Irving Arts Board may accept temporary gifts when those gifts relate to a specific temporary exhibition or activity. It is understood that such gifts are on temporary loan during the existence of a specific exhibition and will be returned upon the completion of the exhibit. Under normal circumstances the Irving Arts Board will not accept gifts of art on long term or indefinite loan.
2. Exterior Arts Gifts.
 - a. Sculpture Garden Gallery.
 - 1) Permanent Arts Gifts. It is recognized by the the Irving Arts Board that there is a clear need for a permanent collection of signature pieces of sculpture in the Sculpture Garden. These permanent pieces form the focal point and the promotional image for the Garden. Therefore, these permanent signature pieces must be consistent with the Irving Arts Board's primary emphasis of collecting works created by American artists of the late 20th and early 21st century with an emphasis on Texas artists of regional and national significance. Gifts received and accepted for the permanent collection in the Sculpture Garden must meet accepted museum standards.

- 2) Temporary Arts Gifts. It is also recognized by the Irving Arts Board that there is a clear need for rotating exhibitions in the Sculpture Garden. Therefore, the Irving Arts Board may accept sculpture pieces on a temporary loan for special exhibitions of limited duration. These works must be consistent with the purpose and theme of the temporary exhibition and will be expected to be returned to their owner or owners upon the completion of the exhibition.
- b. Other Exterior Spaces.
- 1) Permanent Art Gifts. The Irving Arts Board may wish to accept gifts of art to be placed at locations other than the Sculpture Garden. The Board may on a case-by-case situation accept or deny a proposed gift of art to be placed on the grounds other than in the Sculpture Garden.
 - 2) Temporary Art Gifts. The Irving Arts Board may wish to accept gifts of art on a temporary loan basis to be placed on the grounds of the Irving Arts Center but not in the Sculpture Garden. The acceptance of such a loan is at the discretion of the Irving Arts Board and will be handled on a case-by-case basis.

PROPERTY GIFTS

1. Designated Property Gifts.
 - a. Non-Living Property Gifts. The Irving Arts Board may accept gifts of property that in the opinion of the Board will advance the accomplishment of the mission and goals of the Irving Arts Board and the Irving Arts Center. Gifts might include but are not limited to the following: tools, furniture, supplies, land, buildings, vehicles, etc. All such gifts of designated property will become permanent assets and must be appropriate to the designated site placement inside or outside of the Irving Arts Center.
 - b. Living Property Gifts. The Irving Arts Board may accept gifts of living materials that in the Board's opinion will advance the accomplishment of the mission and goals of the Irving Arts Board and the Irving Arts Center. Gifts might include flowers, plants, shrubs, trees, etc. If such gifts are accepted the Irving Arts Board will not accept the

responsibility other than normal maintenance and care, for the life of any of this type of property materials. All such gifts of living designated property will become permanent assets and must be appropriate to the designated site placement inside or outside of the Irving Arts Center.

2. Undesignated Property Gifts. The Irving Arts Board may accept undesignated gifts of either non-living or living property to be used as the Board sees fit. These gifts may include any of the items cited in the above paragraphs. The Board will utilize such undesignated property gifts to accomplish its mission and goals.

VENUES

1. FINANCIAL VENUES.

Any area of the operations, programs, or capital development is eligible for the acceptance of financial gifts. These gifts may be either designated or undesignated. The Irving Arts Board will make the determination as to whether to accept or reject any proposed designated or undesignated gift.

2. ART VENUES.

- a. Interior Art Venues. The Irving Arts Center offers many potential venues for proposed permanent or temporary gifts of art. These include: the Art Center Office spaces, the lobbies of the Dupree Theater and Carpenter Performance Hall, the Main Gallery, the New Talent Gallery, and the front foyer of the building.
- b. Exterior Art Venues. The Irving Arts Center has a primary exterior art gallery, the Sculpture Garden; however, the entire facility grounds offer potential venues for the placement of gifts of art on either temporary loan or as a permanent gift of art.

3. PROPERTY VENUES.

Any area of the operations, programs, or capital development is eligible for the acceptance of property gifts. These gifts may be either designated or undesignated. The Irving Arts Board will make the determination as to whether to accept or reject any proposed designated or undesignated gift.

FINANCIAL GIFTS

This section is concerned with the acceptance, deaccessioning, and recognition of financial gifts to the Irving Arts Board.

1. PROCESS FOR THE ACCEPTANCE OR REJECTION OF FINANCIAL GIFTS.
 - a. General Process For Financial Gifts. The following steps are required for the Irving Arts Board to accept gifts of a financial nature whether these are designated or undesignated gifts:
 1. The staff will prepare all necessary documentation with respect to gifts of a financial nature.
 2. This documentation shall include:
 - a. Name and address of potential donor(s).
 - b. Documentation of the legal ability of the donor to make the proposed gift.
 - c. Nature of the gift i.e., cash, stocks, bonds securities, etc.
 - d. Type of proposed gift -- Designated, Undesignated.
 - e. Donors expectations or restrictions.
 - f. Appropriateness of the proposed gift given the mission and goals of the Irving Arts Board.
 3. The Finance Committee of the Irving Arts Board will serve as the review body for all proposed financial gifts.
 4. The Finance Committee may request further evaluation of a proposed financial gift from the City of Irving Finance or Legal Departments if deemed necessary given the nature of a specific proposed gift.
 5. Finance Committee will recommend either the acceptance, rejection or simply passed forward the proposed financial gift to the Irving Arts Board.
 6. The Irving Arts Board will review all documentation and the recommendation of the Finance Committee and make the final determination as to whether to accept or reject a proposed gift. The Irving Arts Board is not obligated to

accept any financial gift simply because a potential donor wants to make the gift to the Board or Art Center.

b. Designated Financial Gifts Process.

1. The Irving Arts Board shall select a specific program, activity, or aspect of operations for which designated financial gifts shall be solicited.
2. No solicitation shall be conducted by any staff member, or Board member on behalf of the Irving Arts Board, the Irving Arts Center, or the City of Irving without having had the Irving Arts Board specifically authorizing the activity or project for which the funds are being solicited.
3. Funds received for a designated project may only be used for the designated activity. If, for any reason, this becomes impossible, then the funds must be returned to the original donor or the appropriate responsible parties.
4. The Irving Arts Board reserves the right to accept or reject a designated financial gift.
5. No rights to an designated financial gift remain with the donor other than to see that the funds are used in for the purposes for which the gift was intended.

c. Undesignated Financial Gifts.

1. The Irving Arts Board may at its discretion accept at any time undesignated financial gifts.
2. These financial gifts are to be considered unrestricted donations to be used in the best interests of the Irving Arts Center as determined by the Irving Arts Board.
3. No rights to an undesignated financial gift remain with the donor other than to see that the funds are used in some aspect of the operations, programs, or activities of the Irving Arts Center and Board.

2. DEACCESSIONING OF FINANCIAL GIFTS

- a. Designated Financial Gifts. If for any reason a project or activity for which designated funds were secured fails to take place, it shall be the staff's responsibility to contact the donor(s), explain what has transpired, and to return the donors' contribution or to

work with the donor to transfer the gift to another designated project or activity.

- b. Undesignated Financial Gifts. This deaccessioning provision does not apply to any undesignated financial gifts because the undesignated categorization allows the Irving Arts Board to utilize these funds wherever it so chooses.

3. FINANCIAL GIFT RECOGNITION.

- a. The Irving Arts Board will establish and adopt an established and standardized recognition program for all financial contributions.
- b. The Irving Arts Board also recognizes that some donors may wish to remain anonymous. If this is the Donor's wish the Irving Arts Board will honor that request.
- c. Designated fund raising projects will carry their own unique recognition system which may include but are not limited to the following:
 - 1) Upon completion of the designated fund program a "Thank You" advertisement will be published in the local media.
 - 2) Name recognition on appropriate bronze plaque in conjunction with the object or projects for which the funding was specifically raised.
 - 3) Recognition feature in the appropriate publication of the Irving Arts Center.
 - 4) Name recognition on and an invitation to all events scheduled in conjunction with the designated campaign.
 - 5) In some cases the opportunity to dedicate or name a specific aspect or a total project at the donor's discretion and with the approval of the Irving Arts Board.
 - 6) A resolution from the Irving Arts Board to the City Council recognizing the donor for their significant contribution to the Irving Arts Center and the City of Irving with encouragement to the Mayor to issue his or her own proclamation of thanks. This option would only be available to donors of major financial gifts.
 - 7) Upon Donor's request the Irving Arts Center will provide appropriate IRS recognition documents.

- d. Undesignated financial gifts would normally receive the following items:
- 1) A "Thank You" advertisement published in the local media.
 - 2) A resolution suitable for framing from the Irving Arts Board and depending on the nature and size of the gift, recognition from the City Council of Irving.
 - 3) Feature story in the appropriate publication of the Irving Arts Center.
 - 4) Name recognition in all quarterly calendars and other publications for the year in which the gift is received.
 - 5) Upon Donor's request the Irving Arts Center will provide appropriate IRS recognition documents.

ART GIFTS

This section is concerned with the acceptance or rejection of gifts of art as well as the deaccessioning and recognition of gifts of works of art.

1. PROCESS FOR THE ACCEPTANCE OR REJECTION OF ART GIFTS.
 - a. General Arts Gifts Process.
 - 1) The staff initiates the process of accepting a donation of art for the Irving Arts Center. This process includes coordinating with any potential sources for gifts of arts.
 - 2) All potential gifts of art must follow these general acceptance process steps:
 - a) The staff will make inquires regarding the authenticity, condition, quality and relevance of the work.(This may involve outside expertise.)
 - b) The staff will make inquires regarding that proposed donations of art are free of liens and claims of any kind. (This may involve outside expertise.)
 - c) The staff will make inquires regarding if the proposed gift of art has not been imported or exported into any country in contravention of its laws.
 - d) The staff will make inquires regarding that the piece is the best available at the time, fills a recognized deficiency, or upgrades the existing collection of the Irving Arts Center. The Irving Arts Board has determined that the Irving Arts Center shall not serve as a repository for avian, fossil, animal or botanical specimens; human remains or sacred objects; historical documents, artifacts, unauthorized copies of original artworks, reproductions of original artworks, anonymous or unattributable works.
 - e) The staff will make recommendations as to the appropriateness of the proposed gift of art in relationship to its proposed site placement.
 - f) The staff will secure in writing documentation establishing that the potential donor has full

ownership of the piece of art to be donated and that they have complete authority to make the proposed donation.

- g) An appraisal of the value of the proposed gift of art is required:
- i. All costs and fees of obtaining an appraisal for a proposed gift of art are the responsibility of the donor.
 - ii. The Irving Arts Center staff will not provide donors with appraisals of the potential donated gift of art; however, the staff may provide assistance in identifying qualified appraisers, providing more than one name where possible.
 - iii. *In the case in which a donor and the artist of a work of art are one in the same, documentation from an independent art professional indicating the market value for a similar work(s) of art or a history of sales of comparable works of art will be accepted in lieu of an appraisal.*
 - iv. The donor as well as the Irving Arts Board should be aware of the IRS Appraisal requirements in force at the time of the proposed donation. All tax considerations are the responsibility of the potential donor.
- h) The staff will make inquires regarding the proposed gift is the result of a Bequest or if there are any Retained Life Interests involved with the proposed gift of art.
- i. A Bequest is a gift by will or other testamentary disposition. The Irving Arts Board is not obligated to accept Bequests that are determined to be inappropriate or counter productive to the mission and goals of the Irving Arts Center or Board.
 - ii. A Retained Life Interest gift is one made to the Irving Arts Board subject to the right of the donor or another non-charitable beneficiary to possess objects until his or

her death. The Irving Arts Board will not accept this type of donation.

- 3) A staff recommendation along with the above documentation is submitted to the Visual Arts Program Committee of the Irving Arts Board.
- 4) The Visual Arts Program Committee will review the staff recommendations and documentation and develop a recommendation for consideration for the Irving Arts Board.
- 5) The Visual Arts Program Committee will review the proposed donations based on the following criteria:
 - a) The proposed gift of art is not a gift or item extended by a current Irving Arts Board member or staff member, a current Irving City Council member, a board member of any Irving Arts Center member arts group, nor a member of any committee or task force serving under the Irving Arts Board at the time of the proposed donation.
 - b) The proposed gift is of exceptional aesthetic quality.
 - c) The proposed gift of art is relevant to the mission and goals of the Irving Arts Board.
 - d) The proposed gift is appropriate for its proposed site placement either in the interior or on the exterior venues of the Irving Arts Center.
 - e) The proposed gift has retained its basic integrity and is in a more than reasonable state of preservation.
 - f) The restrictions, if any, placed on the proposed donation.
 - g) The ability of the potential donor to convey a clear title and all rights to the work of art.
 - h) Any repatriation possibilities with respect to the proposed gift.

- i) Any associated costs of accepting the proposed gift of art which may include but is not limited to transportation costs, packing, framing, conservation costs, installation costs, any professional fees, and maintenance costs.
 - 6) The Irving Arts Board will review the Visual Arts Program Committee's recommendation and determine whether to accept or reject a proposed gift of art.
 - b. Interior Gifts of Art.
 - 1) Works accepted by the Irving Arts Board that are to be placed within the Irving Arts Center must be site specific based on the following venues:
 - a) The front foyer of the Arts Center Building.
 - b) The Arts Center Office Spaces.
 - c) The Main Gallery
 - d) The New Talent Gallery
 - e) The Lobby Gallery of the Dupree Theater
 - f) The Lobby Gallery of the Carpenter Performance Hall
 - g) The Lobby of the Buena Vista Theater
 - h) The 700 Building.
 - 2) The Irving Arts Board will collect only those pieces that it is able to care for and use in a manner acceptable to the visual arts profession at large. Because of space limitations, the Irving Arts Board will not engage in indiscriminate acquisitions.
 - 3) Temporary contributions of work on loan for a specific exhibition or program may be accepted upon the recommendation of the Irving Arts Center staff and with the approval of the Visual Arts Program Committee and the Irving Arts Board. These pieces on loan will be for a definite period of time and will be returned to the lender upon the completion of the specific exhibition or activity for which they were borrowed. No long term indefinite loans will be accepted.
 - 3) In most cases, permanent gifts will not be placed in the Main Gallery or the New Talent Gallery as these spaces are primarily reserved for temporary exhibition programs. There may be limited space in the theater lobbies for permanent gifts but the primary intent of the Irving Arts Board is that these

spaces should also be used for temporary exhibitions.

c. Exterior Gifts of Art.

- 1) Permanent gifts of art to be placed in the Sculpture Garden must meet all of the criteria above along with the following criteria established by the Irving Arts Board. Permanent installations must be created by American artists of the late 20th Century & early 21st Century with the primary emphasis being placed on nationally and regionally recognized Texas artists.
- 2) Permanent gifts of art to be placed on the grounds other than in the Sculpture Garden may be accepted by the Irving Arts Board after going through the review process described above. The Irving Arts Board may or may not choose to establish a thematic approach to the permanent collection area located on the grounds outside the Sculpture Garden area. Each donation for a work of art to be placed on the grounds of the Irving Arts Center but outside the Sculpture Garden will be evaluated based on the individual merits of the proposed gift and the appropriateness and availability of a suitable site for the proposed gift.
- 3) Temporary contributions of work on loan for a specific exhibition or program may be accepted upon the recommendation of the Irving Arts Center staff and with the approval of the Visual Arts Program Committee and the Irving Arts Board. These pieces on loan will be for a definite period of time and will be returned to the lender upon the completion of the specific exhibition or activity for which they were borrowed. No long-term indefinite loans will be accepted.

2. DEACCESSIONING PROCESS FOR GIFTS OF ART

- a. The Irving Arts Board affirms its obligation to maintain high standards for its permanent collection. In order to refine and maintain the collection, make maximum use of available space and best serve the public interest; it is necessary to review periodically what exists and evaluate its appropriateness or importance for the future of the collection. Thus the Irving Arts Board may choose to dispose of works that do not enhance or broaden the Irving Arts Board's holdings.

- b. The Irving Arts Board acknowledges that the disposal of objects should be infrequent and carefully considered. To be considered for deaccessioning, a work of art must have been in the permanent collection for at least four (4) years. This time period is the minimum necessary for evaluation of the work's intrinsic value as well as significance to the collection as a whole.
- c. Deaccessioning Process for gifts or art.
 - 1) The staff identifies works for possible deaccessioning based on a reasonable review schedule.
 - 2) The staff prepares appropriate documentation on the proposed piece selected for deaccessioning. This should include:
 - a) A result of inquiries made as to a clear and unrestricted title to the work.
 - b) An assessment of the work's current condition.
 - c) The staff's reason for wanting to deaccession the particular work of art.
 - d) The estimated value of the work.
 - e) Any pertinent information that may have a bearing on the deaccession of the proposed work.
 - 3) The staff will make every attempt to notify, in writing, the donor of the Irving Arts Board's intent to review the possible deaccessioning of a piece they have given the Arts Center. This may not always be possible but the attempt must be made.
 - 4) The documentation along with the staff's recommendation is submitted to the Visual Arts Program Committee for evaluation. The Committee may seek outside expertise if it is deemed necessary. The Visual Arts Program Committee will make a recommendation to the Irving Arts Board as to whether to deaccess a given work of art or not.
 - 5) The Irving Arts Board will evaluate the recommendation from the Visual Arts Program Committee and make the final determination as to whether to deaccess a piece or to keep it.
 - 6) If the decision is made to deaccess a piece of art, then the staff will work with the City of Irving in disposing of the

piece according to the city rules in effect at the time of deaccessioning.

- 7) The staff will also check with the IRS concerning any applicable laws that may come into play with the deaccessioning of a work of art.

3. RECOGNITION FOR GIFTS OF ART

- a. The Irving Arts Board will adopt an established and standardized recognition program for all contributions of art.
- b. Designated collection projects or areas will carry their own unique recognition system which may include but are not limited to the following:
 - 1) Upon completion and/or acceptance by the Irving Arts Board of a designated gift of art a "Thank You" advertisement will be published in the local media.
 - 2) Name recognition on appropriate plaque in conjunction with the object.
 - 3) Recognition feature in the appropriate publication of the Irving Arts Center.
 - 4) Name recognition on and an invitation to all events scheduled in conjunction with the dedication of the gift of art at the Arts Center.
 - 5) In some cases the opportunity to dedicate or name a specific aspect or a total project at the donor's discretion and with the approval of the Irving Arts Board.
 - 6) A resolution from the Irving Arts Board to the City Council recognizing the donor for their significant donation to the Irving Arts Center and the City of Irving with encouragement to the Mayor to issue his or her own proclamation of thanks. This option would only be available to donors of major gifts.
- c. Other Gifts of Art that are not given for specific designated collections.
 - 1) A "Thank You" advertisement published in the local media.

- 2) A resolution suitable for framing from the Irving Arts Board and depending on the nature and size of the gift, recognition from the City Council of Irving.
- 3) Feature story in the appropriate publication of the Irving Arts Center.
- 4) Name recognition in all quarterly calendars and other publications for the year in which the gift is received.

PROPERTY GIFTS

This section is concerned with the acceptance or rejection of gifts of either living or non-living property as well as the deaccessioning and recognition of gifts of property.

1. PROCESS OF ACCEPTANCE OR REJECTION OF PROPERTY GIFTS.
 - a. General Property Gifts Process
 - 1) The staff initiates the process of accepting property of either a living or non-living material. This is accomplished through contacts and consultations with potential donors.
 - 2) The staff develops the following information on the potential property donation:
 - a) The authenticity, condition, quality, and relevance of the proposed property donation. (The staff may use outside expertise if necessary to make these inquires.)
 - b) Inquire regarding if the proposed property donation is free of liens and claims of any kind. (The staff may use outside expertise if necessary to make these inquires.)
 - c) That the proposed property donation fills a need or contributes to the mission and goals of the Irving Arts Board and Arts Center.
 - d) Documentation in writing that the donor has full ownership of the property to be donated and that they have complete authority to make said donation.
 - e) An appraisal of the value of the proposed gift of property if appropriate to the nature of the gift, is required:
 - i. All costs and fees of obtaining an appraisal for a proposed gift of property are the responsibility of the donor.
 - ii. The Irving Arts Center staff will not provide donors with appraisals of the potential donated gift of property; however, the staff may provide assistance in identifying

- qualified appraisers, providing more than one name where possible.
- iii. The donor as well as the Irving Arts Board should be aware of the IRS Appraisal requirements in force at the time of the proposed donation. All tax considerations are the responsibility of the potential donor.
- f) The staff will make inquires regarding if the proposed gift is the result of a Bequest or if there are any Retained Life Interests involved with the proposed gift of property.
- i. A Bequest is a gift by will or other testamentary disposition. The Irving Arts Board is not obligated to accept Bequests that are determined to be inappropriate or counter productive to the mission and goals of the Irving Arts Center or Board.
 - ii. A Retained Life Interest gift is one made to the Irving Arts Board subject to the right of the donor or another non-charitable beneficiary to possess objects until his or her death. The Irving Arts Board will not accept this type of donation.
- 3) A staff recommendation along with the above documentation is submitted to the Finance Committee of the Irving Arts Board.
- 4) The Finance Committee will review the staff recommendations and documentation; seek outside evaluation expertise, if required; and develop a recommendation for consideration by the Irving Arts Board. Proposed property gifts will be evaluated by the Finance Committee based on the following criteria:
- a) The proposed gift of property is not a gift or item extended by a current Irving Arts Board member or staff member, a current Irving City Council member, a board member of any Irving Arts Center member arts group, nor a member of any committee or task force serving under the Irving Arts Board at the time of the proposed donation.

- b) The proposed gift of property is relevant to the mission and goals of the Irving Arts Board.
 - c) The proposed gift is appropriate for its proposed site placement either in the interior or on the exterior venues of the Irving Arts Center.
 - d) The proposed gift has retained its basic integrity and is in a more than reasonable state of preservation.
 - e) The restrictions, if any, placed on the proposed donation.
 - f) The ability of the potential donor to convey a clear title and all rights to the property.
 - g) Any repatriation possibilities with respect to the proposed gift.
 - i) Any associated costs of accepting the proposed gift of property which may include but is not limited to transportation costs, packing, framing, conservation costs, installation costs, any professional fees, and maintenance costs.
- 5) The Finance Committee's recommendation will be forwarded to the Irving Arts Board for final determination as to whether to accept or reject a gift of donated property.
- b. Interior Gifts of Property.
- 1) The Irving Arts Board may from time to time establish designated areas or materials for which donated gifts will be solicited.
 - 2) Designated areas may include but is not limited to any aspect of the Arts Center's operations, programming, or capital needs such as furniture, plants, tools, equipment, etc.
 - 3) Temporary loans of property for specific activities determined by the Irving Arts Board in advance may also be accepted. If a temporary loan of property is accepted, it is anticipated that said property will be returned upon completion of the given activity. No gifts of property will be accepted on permanent long-term loan to the Irving Arts Center.

- c. Exterior Gifts of Property.
 - 1) The Irving Arts Board may from time to time establish exterior designated areas or materials for which donated gifts of property will be accepted. An example may be but is not limited to a tree, a plant, flowers, benches, or unique plantings on the grounds of the Art Center excluding the Sculpture Garden Gallery.
 - 2) These exterior property donations may include any aspect of the Arts Center's operation, programs, and capital needs. Examples may include but are not limited to additional lighting, burying of power lines, banners, equipment, trees and plantings, etc.
 - 3) Temporary loans of property for specific activities determined by the Irving Arts Board in advance may also be accepted. If a temporary loan of property is accepted, it is anticipated that said property will be returned upon completion of the given activity. No gifts of property will be accepted on permanent long-term, open ended loan to the Irving Arts Center.

2. DEACCESSIONING OF GIFTS OF PROPERTY

- a. Designated Gifts of Property. If, for any reason, the Irving Arts Board chooses to discontinue an activity or project for which a designated property gift has been received, then every attempt will be made to return the designated property to its original donor. If this is not possible, then the property will be disposed of in accordance with the City of Irving procedures for disposing of excess property.
- b. Undesignated Gifts of Property will be disposed of in accordance with the City of Irving procedures for disposing of excess property.

3. RECOGNITION FOR GIFTS OF PROPERTY

- a. The Irving Arts Board will adopt an established and standardized recognition program for all property contributions.
- b. Designated fund raising projects will carry their own unique recognition system which may include but are not limited to the following:

- 1) Upon completion and/or acceptance of the designated gift of property, a "Thank You" advertisement will be published in the local media.
 - 2) Name recognition on appropriate plaque in conjunction with the object or projects for which the funding was specifically raised.
 - 3) Recognition feature in the appropriate publication of the Irving Arts Center.
 - 4) Name recognition on and an invitation to all events, if any, scheduled in conjunction with the designated property gift.
 - 5) In some cases the opportunity to dedicate or name a specific aspect or a total project at the donor's discretion and with the approval of the Irving Arts Board.
 - 6) A resolution from the Irving Arts Board to the City Council recognizing the donor for their significant contribution to the Irving Arts Center and the City of Irving with encouragement to the Mayor to issue his or her own proclamation of thanks. This option would only be available to donors of major property gifts.
- c. Undesignated property gifts would receive at a minimum the following items:
- 1) A "Thank You" advertisement published in the local media.
 - 2) A resolution suitable for framing from the Irving Arts Board and depending of the nature and size of the gift, recognition from the City Council of Irving.
 - 3) Feature story in the appropriate publication of the Irving Arts Center.
 - 4) Name recognition in all quarterly calendars and other publications for the year in which the gift is received.

STATE OF TEXAS

§
§
§
§
§

**WAIVER, RELEASE AND
CONVENANT NOT TO SUE AND
INDEMNIFICATION**

COUNTY OF DALLAS

I, _____, the undersigned, being over the age of 18 and authorized to contract on behalf of Client listed below voluntarily have chosen to store or use Client’s equipment or personal property in the IAC Facilities.

In consideration for being allowed to store or use personal property in the form of _____ in the location of _____ on the IAC Facilities, I HEREBY FOREVER RELEASE AND DISCHARGE THE IAC AND THE CITY OF IRVING (“CITY”), ITS OFFICERS, AGENTS, AND EMPLOYEES FROM ANY AND ALL ACTIONS, CLAIMS, DEMANDS, DAMAGES, COSTS, LOSS OF SERVICES, EXPENSES, AND COMPENSATION ON ACCOUNT OF, OR IN ANY WAY RESULTING FROM THE LOSS OR DAMAGE OF MY PERSONAL PROPERTY INCLUDING THAT DAMAGED CAUSED SOLELY OR IN PART BY THE NEGLIGENCE OF THE CITY. I agree that the storage of personal property is solely for the benefit of _____ and that no benefit, reward or compensation inures to the CITY as a result of the storage, that no bailment of the personal property has been undertaken by the CITY. I further agree and covenant never to file any claim, lawsuit, or other proceeding for such property damage.

I also agree to defend, indemnify and hold harmless IAC, the City of Irving, its officers, agents, and employees from all suits, actions or claims of any character, name, and description, including attorney’s fees and other expenses brought on by or on account of any injuries or damages received or sustained by any person or property arising from the aforesaid personal property or damage to the personal property while it is being stored or used on the IAC Facility premises, including any injury or damage caused solely or in part by the City of Irving and including negligence claims and wrongful death claims..

Signature of Client

Title

Client/Organization (print name): _____

Date: _____

IAC Kidsarts Instructor Safety Orientation

- Make note of the facilities designated emergency exits.
 - In the shop, the designated exits are at the dock entrance/exit & down the short hallway by the cleanup sink.
 - In Dupree Theatre, designated exits are at the back of the house on the right and left and at the rear of the stage to the right and left.
 - In Carpenter Theatre there are designated exits at the rear of the stage on the right & left and at the back and sides of the house.
 - Lobby exits are into the parking lots. The courtyards are not designated exits.
 - In the Main Gallery, designated exits are at either end of the gallery and through the hallways to the right and left of the courtyard leading toward the sculpture garden in front of the building
 - In Suite 200, there are designated exits on the north & south sides of the room.

Please look around and familiarize yourself with the location of these designated exits. Think in terms of “will I be able to find an emergency exit in complete darkness or in case of heavy smoke”.

Please remember that in the case of a power failure or fire alarm, the Won doors between the shop and each theatre and east of both box offices will close and the exits signs and emergency lights will be lit at designated exit locations.

- In general we avoid conducting “tests” on the fire alarm system during Kidsarts just because of the fact that so many children are present. Therefore, unless told in advance by IAC or IFD personnel, treat all fire alarms as real and evacuate the facility through the designated exits. Proceed to the northeast parking lot and wait for instructions from IAC staff. Be sure to keep track of the whereabouts of children assigned to your class at all times so that in the event of an emergency everyone can be accounted for in a timely manner. Notify the Kidsarts Coordinator or IAC Staff immediately if anyone or any child can't be accounted for.

- Make note of fire alarm pull stations and fire extinguishers in the area you will be working in. (mention locations and maps)
- Please seek out and read the emergency plans posted throughout the facility.
- In case of severe weather, get to an interior area of the facility (away from windows) and wait for instructions from IAC staff. The rehearsal hall is one of the designated safe areas, as is the basement. Use stairwells to access the basement. Do not use the elevators!
- In case of a power outage, stay where you are and wait for instructions from IAC staff.
- Make note of IAC phone location and contact information posted next to them. Those with mobile phones may want to make note of the Security mobile number. 214.878.5601
- In case of serious or life threatening injuries, call 911 first and then notify IAC staff and/or Security.
- Notify IAC staff immediately of any hazards, signs of fire (smoke or smoke odors), injuries and suspicious persons.
- Students should never be allowed to leave your sight (to go to restroom, to front desk, etc.) unless they are escorted by an IAC employee, KidsArts Intern or Kidsarts Instructor. Volunteers should never be allowed to escort children or be left alone with them.
- All student or KidsArts Instructor injuries should be reported immediately to the Kidsarts Coordinator or IAC Staff.
- Lock boxes are available for valuables on stage – contact Theater Operations. The IAC does not assume liability for any items left in the facility.
- If you have been assigned a task that you feel may be dangerous, is in a location that you are concerned about or you are not comfortable doing, please notify any IAC staff person immediately.

Safety equipment available

- Fall arrest gear (required for operation of followspots, access catwalks, and personnel lifts)
- Eye & hearing protection
- Dust mask (inhaled wood and gypsum dust are both classified as known carcinogens)
- Gloves (both bio-hazard and work gloves available)
- Back braces for lifting heavy objects as well as two & four wheeled carts.

- First aid kits are located in the scene shop, security station and administrative offices.
- ✓ Does everyone understand everything I've outlined in the Safety Orientation?
- ✓ Are there any questions or comments at this time?
- ✓ Thank you for your time.

By signing below you acknowledge complete understanding of everything outlined in the above safety orientation.

Signature _____

Print Name _____

Date _____

OverCrowding Procedure

The following procedures are to be followed when an event crowd exceeds the Fire Marshall's established capacity of the venue.

BEFORE THE EVENT STARTS:

1. IAC FOH Event Supervisor should call Security and proceed to lock all theatre entrances from the outside and call together ushers if available and have them stationed at entrances to inform incoming patrons that the hall has reached capacity.
2. Notify TOPS staff that the show is to be held until further notice.
3. TOPS to notify event producer of the situation and ask them to make an announcement from the stage clearing the aisles and SRO crowds, and asking that everyone take a seat so that the show may proceed. Use prepared announcement script.
4. If the announcement fails to produce desired results, FOH staff must continue holding the curtain, call 911 immediately, report an overcrowding situation, give capacity of venue, request assistance, and wait for the police to arrive to restore capacity or cancel the event. The police will handle contacting the Fire Marshall

Prevention Measures

- If the client has ticketed the show improperly and IAC Staff is aware of this in advance, brief all IAC personnel so they will be prepared to hold the show.
- If the hall is looking full and there are still many people waiting to get in, lock the doors, ask TOPS to make an announcement asking everyone to be seated so that an accurate count of available seats may be taken. Then admit only that number to the auditorium.
- If the client does not supply ushers, open only those doors which have personnel to control admittance. Security can assist handicapped patrons.

AFTER THE EVENT HAS STARTED:

1. IAC FOH Event Supervisor should notify Security and TOPS staff that the doors are being locked and the show needs to be interrupted so that an announcement can be made.
2. TOPS staff is to locate the event producer and inform him/her that the show is about to be interrupted so that an announcement can be made. Meanwhile, FOH Event Supervisor and Security should proceed to lock all theatre entrances from the outside and call together ushers if available and have them stationed at entrances to inform incoming patrons that the hall has reached capacity.
3. TOPS should have the Event Producer make the announcement from the stage clearing the aisles, SRO crowds, and asking that everyone take a seat so that the show may proceed. Use prepared announcement script.
4. If the announcement fails to produce desired results, FOH staff must continue holding the curtain, call 911 immediately and wait for the police to arrive to clear the hall or close the event. The police will handle contacting the Fire Marshall.

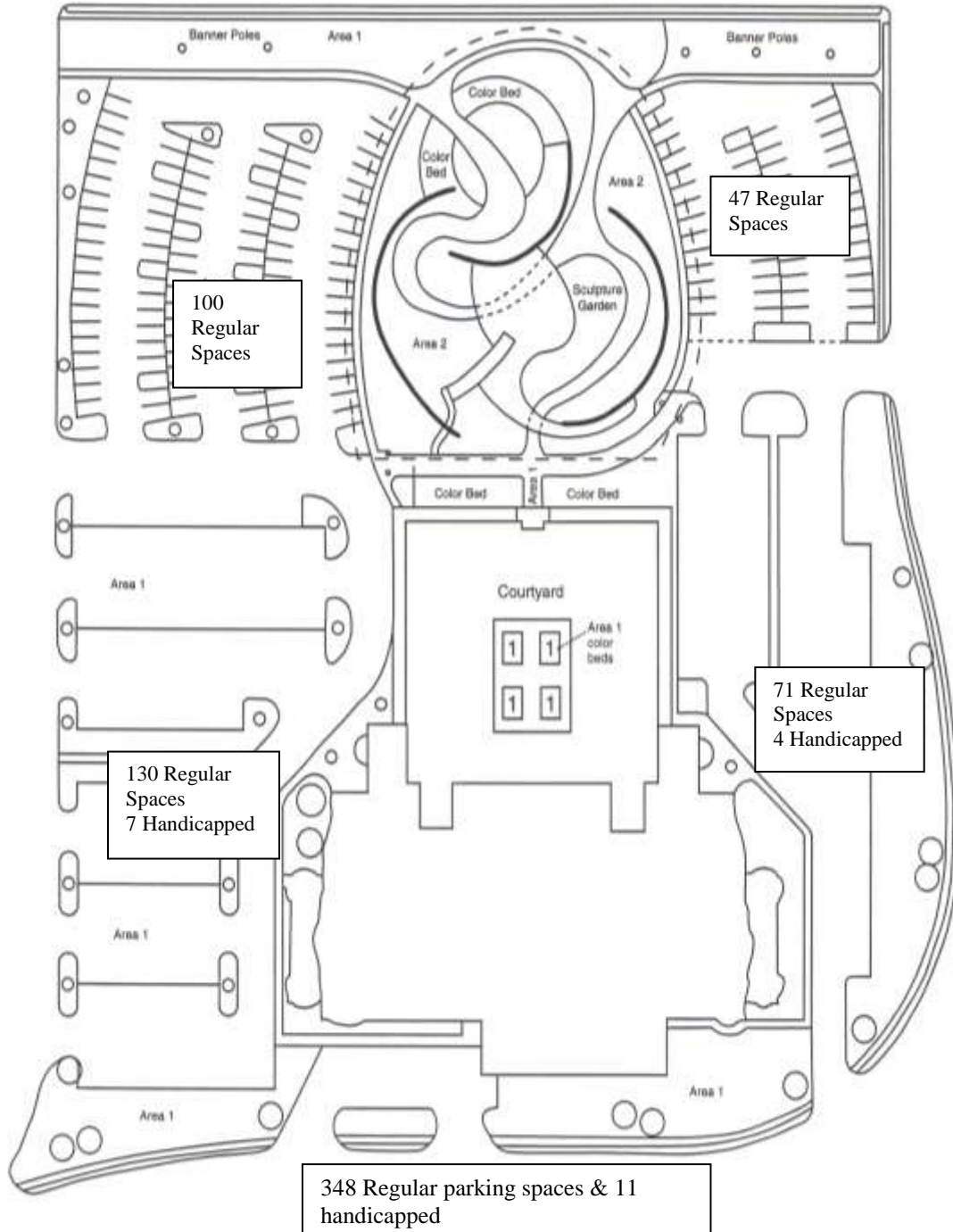
IF THE EVENT MUST BE CANCELLED

If all measures to control the crowd fail and an event must be cancelled, make an announcement to that effect. Be sure that the announcement includes information about ticket refunds, if applicable. If a ticketed event is cancelled due to overcrowding, the event producer is responsible for refunds. The IAC contract specifically prohibits issuing (free or by sale) more tickets that there are seats in the venue. Be prepared to give the producer's name and phone number to all who ask for it. **HAVE THE POLICE REMAIN UNTIL THE VENUE IS SAFELY EVACUATED!**

Irving Arts Center Parking

North Side (Carpenter Hall)	South Side (Dupree & Sculpture Garden)
7 Handicapped	4 Handicapped
230 Guest	118 Guest
232 TOTAL	122 TOTAL
TOTAL IAC PARKING = 359 (including handicapped & staff reserved)	

Events requiring more than 325 parking spaces during the day must provide buses or shuttle attendees from a remote location and pay for an additional security officer to monitor adjacent parking areas.





Patron Injury Procedure

In the event that an injury is reported of a patron, visitor, volunteer or anyone that is not an employee of the City of Irving the following procedure should be followed to assist this person and document the incident. **Please note:** that injury of an employee should be documented by the employee's Supervisor utilizing Strategic Recourses & Budget forms located on Icenet.

Once notified of an injury:

1. Immediately respond to the location of the injured person.
2. Quickly evaluate their injury and determine if a call to 911 is necessary either by simply asking the injured person if they would like the assistance of an EMT or in the event that there is severe trauma, substantial blood loss or the person is unconscious emergency response should be requested via 911 immediately. Give clear instructions of the location of the facility (3333 North MacArthur Blvd.), your location within the facility and the nearest exterior entrance that they should come to. If available send someone to the exterior entrance to wait for IFD to arrive and walk them to your location.
3. If the person is unconscious call 911 and retrieve (or have someone retrieve it for you) an AED (Automated External Defibrillator) located in wall cabinets next to each Box Office. Once you have the AED turn it on. The AED will "talk" you through what you need to do next. It will ask you to connect the person to the AED via the stick-on pads. It may or may not ask you to start CPR or shock the person. It may simply ask you to do nothing and wait until EMTs arrive. If a person is still conscious and alert but having chest pains or shortness of breathe call 911 and then retrieve the AED and hold it in standby in case the person falls unconscious before EMTs arrive.
4. If the injury is minor and requires only band aids, cold packs, etc... First Aid kits are available in five locations throughout the facility; in the Scene Shop by the Tool Crib door, in the office by the Carpenter Theater elevator, in the Main Electrical room off Focus Gallery and in the Administrative Offices and in a portable traumas bag located on the top shelf of the Carpenter coat room.
5. Once the injured person is stable, try to get their pertinent personal information such as name, address, telephone number and a brief description of what happened, when it happened, how it happened; the basic who, what, when and how. If the injured person is unable to provide this information try to get it from other sources such as spouse, companions, etc... Note any witnesses, lighting conditions, flooring conditions, etc...
6. If a condition exists that contributed to the injury and Irving Arts Center staff have the ability to take immediate measures to prevent the incident from occurring again then steps must be taken to prevent further injury. This would include such things as mopping up water on a floor, taping carpet down that has come loose, placement of warning signs, replacement of burned out bulbs, etc... In the event that immediate action cannot be taken to prevent injuries from reoccurring closing that particular area down should be considered. If maintenance assistance is required and they are available onsite call them for assistance. If not complete a maintenance request.
7. Once the immediate incident has been dealt with an Incident/Accident report must be completed and saved on the "J" drive under Security I/A reports. A template is located in the same file. This report should either be emailed or printed out and distributed via mail boxes to IAC employees that need to be notified. A copy should always be given to Chris Bailey, Kass Prince, Ross Moroney. Others should be included if the incident occurred in or involves their area of responsibility.
8. Once the report is completed it should be forwarded to City of Irving Risk Management for follow-up. This will be done by Chris Bailey or Kass Prince.



It's worth the trip! www.IrvingArtsCenter.com

Reception/Seminar/Meeting Information Sheet

Information must be complete in order for contract to be valid.

Name _____ Event Date _____ Expected Attendance _____

Description of Event _____

Time of actual event start and end (do not include setup and removal time) Start _____ End _____

Main Contact/Authorized Individual _____

Telephone (W) _____ (Cell) _____ (E-mail) _____

On-site Event Coordinator _____ (cell) _____ (E-mail) _____

Space Reservation

Reservation must include all time and space necessary, including set-up and restoration. A deposit received and signed contract confirms a reservation. Room(s) Requested: [] A [] B [] C [] Suite 200 [] Annex [] Rehearsal Hall [] Art lab

Equipment (rates are listed on rate sheet)

The Irving Arts Center has the following tables and chairs available on a first requested, first supplied basis. Tablecloths, linens, and decorations are NOT included.

- 60" Round Tables (seats up to 10 people; 25 available) Number requested _____
48" Round Tables (seats up to 6 people; 20 available) Number requested _____
8' x 30" Tables (30 available) Number requested _____
24" Round Cocktail tables (adjustable to 29" and 32" tall; 22 available) Number requested _____
Banquet Chairs (taupe resin; padded seats; 250 available) Number requested _____
Folding chairs (taupe plastic seats & backs; 225 available) Number requested _____
3 plain easels Number requested _____
3 decorative easels Number requested _____

Limited number of serpentine and half round tables available. NOTE: If outside vendor or client is supplying equipment, all items to be used in Suite 200 must have rubber caps on the tips of legs in order to protect the wood floors.

A/V Requirements (check items needed)

- [] CD Player [] Piano (tuning fees apply) [] Podium w/Microphone [] Projector & Screen (charges apply)

Parking, Entrances, and Exits

Attendees: Enter through North lobby Suite 200 or front entrance as appropriate. Service Personnel: Must check in with Irving Arts Center Security or Patron Services staff upon arrival to determine appropriate delivery entrances.

Security

The Irving Arts Center has a uniformed Security Officer on duty during all scheduled events. Additional security personnel may be required at the client's expense and will be included in the contract cost. The Arts Center will be responsible for hiring and payment of the officer(s). The number of officers required is determined by staff in advance, based on attendance and event type.

Catering and Food Service

Will food be served? [] Yes [] No Will the kitchen be required? [] Yes [] No

All food served at public functions, ticketed events and open receptions must be prepared for service by a licensed food service establishment. Catering permits must be submitted to the IAC office 5 days prior to event date. If prepared food trays are served, purchase receipts must be available for inspection at the time of the event. Private events, meetings and receptions do not require the use of a licensed caterer or food service establishment. Wedding receptions are considered private events. However, uniformed TABC certified servers must be used to serve alcoholic beverages in all circumstances. Caterer arrival time _____

Name of Food Service Establishment _____

Contact _____ Phone _____ E-mail _____

List Refreshments to be served _____

If electric warmers are to be used, list type and amperage _____

March 2013

Alcoholic Beverage Policy

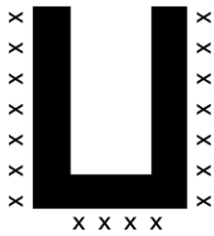
Clients must request permission to serve alcohol by indicating such intent on this form. Service of alcohol is limited to wine, beer and champagne. Will alcohol be served at this event? Yes No If yes, list date(s) of service _____

Alcohol service start time _____ End time _____ Bar location(s) _____

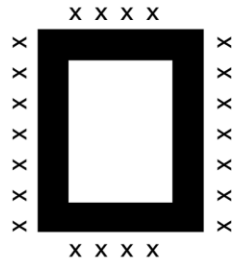
The client is responsible for upholding all laws and statues concerning the serving of alcohol. Alcoholic beverages may not be sold nor may donations, including voluntary contribution or tip jars, be used when alcohol is served. Kegs and margarita machines are not permitted. Liquor may not be served under any circumstances. All alcoholic beverages must be served by a licensed TABC server in a professional uniform. Server’s certification must be sent to IAC booking staff two weeks prior to the event. Event guests or participants may not be used as servers of alcohol. Self-service bars are prohibited. Alcohol will be removed to a secure location by a Patron Services representative immediately following cessation of service or when not under the supervision of a TABC server.

Room Set-up (Check set-up style choice)

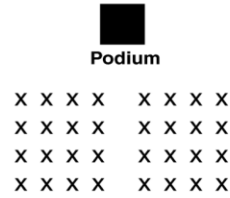
U-shape Hollow Square Theater style Classroom Board style Other



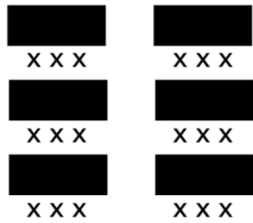
U - Shape



Hollow Square



Auditorium



Classroom



Board Room

Other – Specify set-up

Cleaning

Client and caterer are responsible for cleaning all areas used in food preparation & serving of food and drink. If client’s failure to enforce this policy and it results in extra cleaning, the client will be billed for labor and supply costs.

Client Signature Required: I have read this form. I understand that I am responsible for informing members of my party, volunteers, staff and vendors hired by me of the IAC Facility Use Policies and other procedures governing facility use.

Client Signature

Date

IAC Staff Signature Required

IAC Booking Staff

Date

For questions regarding your upcoming event at the Irving Arts Center, please contact Adalia Trevino, 972-252-7558 x1262 (agtrevino@cityofirving.org)

RESIDENT ORGANIZATION CRITERIA

(Revised 06/22/2000 & 2/18/2008, 7/20/2009, 9/16/2013)

Organizations qualifying for "RESIDENT" status must meet the following criteria:

- The arts organization must be a non-profit, 501 (c) (3) organization as recognized under the IRS and the Federal Tax Code (*a formal letter of authorization & IRS determination letter must be submitted to the IAB by the organization's board president*);
- The arts organization must have a majority of their board of directors living in the City of Irving (*the organization must provide a current list of directors, including home addresses and telephone numbers*);
- The arts organization's primary purpose must be artistic in nature and its mission must be consistent with the Mission of the Irving Arts Board and the Irving Arts Center:

"The mission of the Irving Arts Board and the Irving Arts Center is to serve the citizens of Irving and to attract visitors to Irving through the support and development of artistic opportunities.

The mission is accomplished by acquiring, maintaining, and operating art facilities, by providing support to organizations and individuals who provide arts programming, and by providing direct programming."

- The arts organization must have provided cultural programming within the City of Irving for at least three years;
- The arts organization must have received grant funds* from the IAB at least three times in the previous five years, and have successfully completed each grant period with Final Evaluation Reports approved by the IAB.
- Annual liability insurance meeting the City's current requirements must be provided to access the facility.
**(Please refer to current Irving Arts Board Financial Assistance Program Guidelines for grant application criteria.)*
- Prospective organizations applying for "Resident" status must submit a letter of intent stating their interest in becoming a Resident Organization, and provide the necessary documentation as listed above.

Eligible Resident Organizations qualify for the following:

1. Application to the Founders Fund Financial Assistance Program
2. Facilities Booking Priority
3. Resident Organization Rental Rates
4. Space in the shared Group Room for Resident Organizations

Resident Organization Organization Status

There are eleven 501© 3 organizations with Resident Organization status. They are:

Entertainment Series of Irving
Irving Art Association
Irving Black Arts Council
Irving Chorale
ICT MainStage
Irving Symphonic Band
Irving Symphony Orchestra
Las Colinas Symphony Orchestra
Lyric Stage
Momentum Dance Company
New Philharmonic Orchestra of Irving

RESIDENT ORGANIZATION INSURANCE REQUIREMENTS

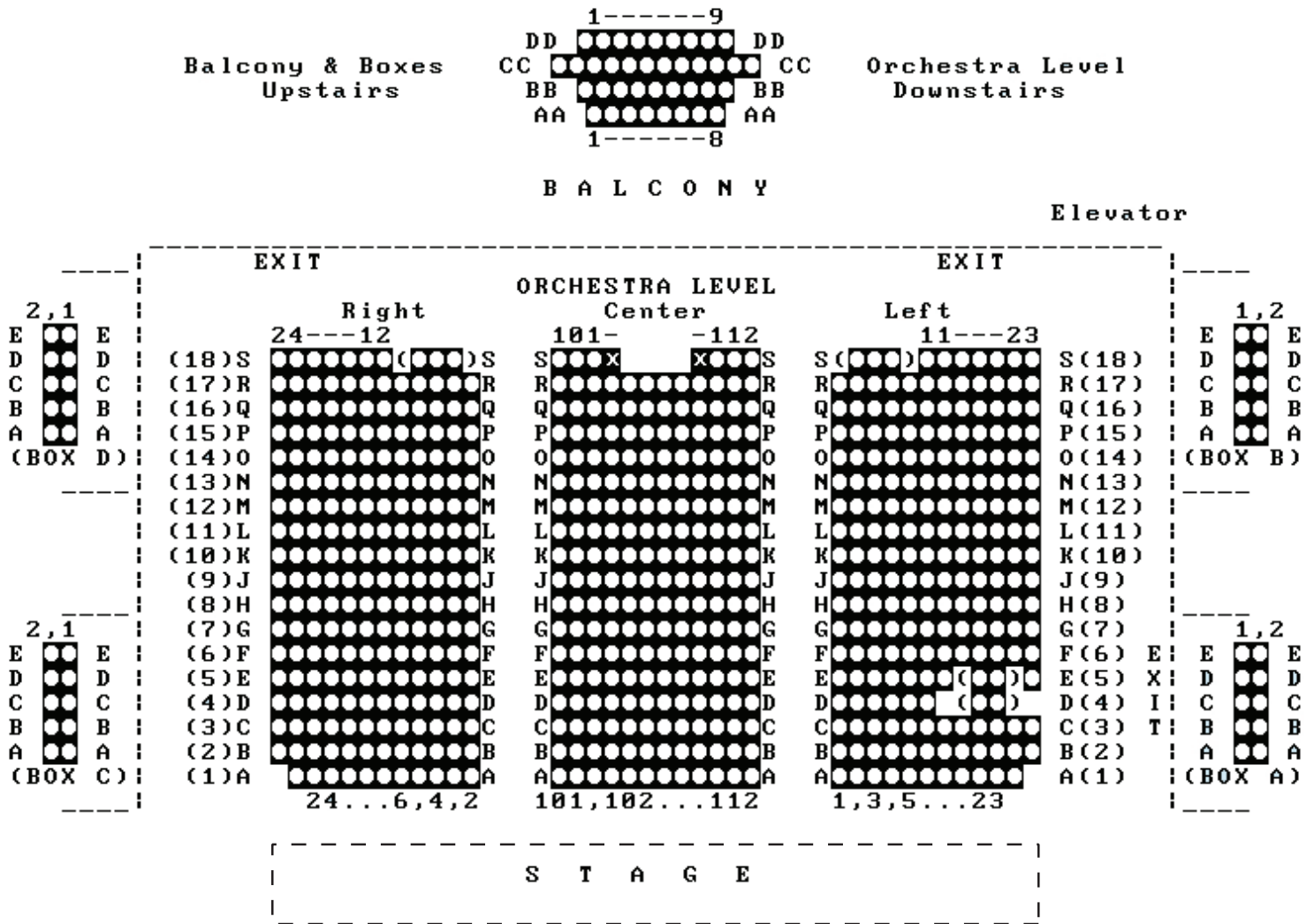
Due to the changes in the coverage of the city insurance program, after December 31, 2007 TULIP coverage is not an option for Founding Organizations using the center for activities.

By January 1, 2008 all Founding Organizations that use the Arts Center for meetings, rehearsals or receptions and exhibits must provide their own comprehensive liability policy, including public liability and property damage covering premises, operation production therein, for the time frame beginning with the move-in date and ending on the last date of the move-out period. The policy must meet these limits:

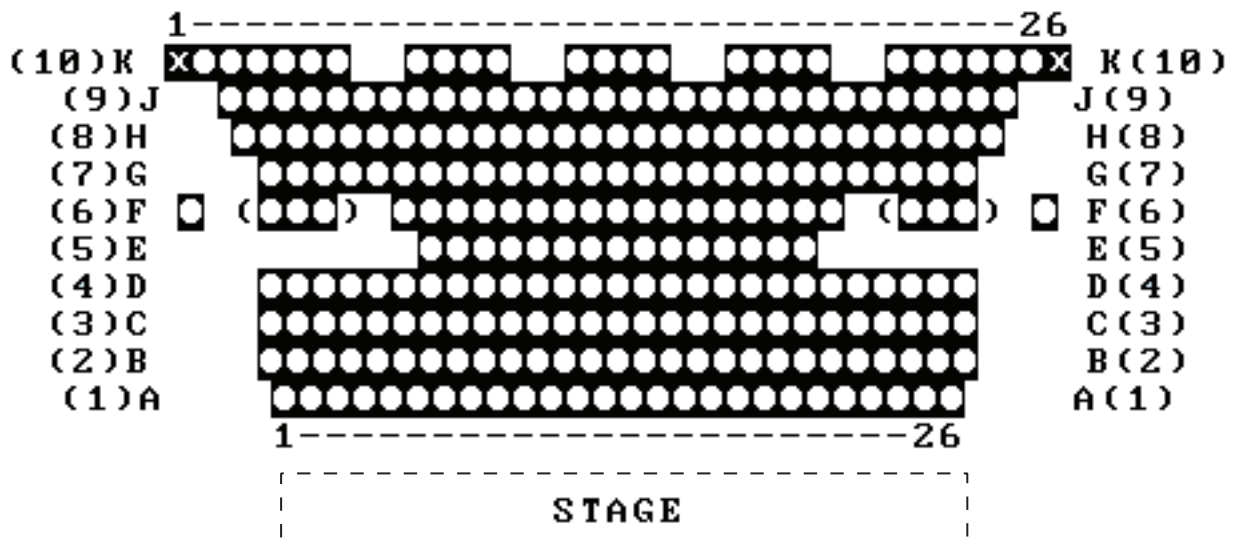
General Aggregate Limit	\$2,000,000
Each Occurrence Limit	\$1,000,000
Products-Completed Operations Aggregate	\$1,000,000
Property Damage	\$ 300,000
Personal & Advertising Injury Limit	\$1,000,000
Medical Expense Limit	\$ 5,000

Certificate must be provided naming City of Irving Arts Center as additional insured.

Carpenter Performance Hall | Seating Chart



Dupree Theater | Seating Chart





THEATRE TECH MANUAL

Location and Mailing Address:

Irving Arts Center
3333 North MacArthur
Suite 300
Irving, Texas 75062

Telephone Numbers:

(972) 252-7558 Administrative Offices
(972) 252-ARTS (2787) Box Office (Tickets and information)

Facilities Managed by:

Irving Arts Center

Architect:

F&S Partners, Inc.

Rental Fees:

Available Upon Request. For more information, visit www.irvingartscenter.com

For Theater Booking and Technical Information:

PH (972)252-7558, Ext.1262 or FAX (972) 570-4962, EMAIL agtrevino@cityofirving.org

CONTENTS

Section One - Carpenter Performance Hall Specs.....	page 2
Section Two – Dupree Theater Specs.....	page 7
Section Three- Shared Equipment & Facilities.....	page 12
Section Four – Seating Plans.....	page 14
Section Five - Ground Plans.....	page 15

SECTION ONE
CARPENTER PERFORMANCE HALL SPECIFICATIONS

HOUSE**Seating Capacity**

Total seating	710	
	622	Main floor
	38	Balcony
	40	Box seats (10 per box)
	10	Wheel chair seating main floor: 7 back of house, 3 HL
Farthest seat from plaster	74' 4"	
Farthest seat from pit	55' 8"	
Nearest seat from plaster	21' 9"	
Nearest seat from pit	4' 1"	

STAGE**Proscenium**

30' high X 60' wide: hard portal legs provide variable width from 38' to 58'

Depth: Proscenium to back wall 49' 1"

Depth: Front of stage to back wall 53' 0"

Centerline

To stage right wall 44' 4"

To stage left wall 44' 4"

Wing Space

To SR Arbor cage 7' 0"

To SL wall 11' 6"

Stage Floor

Tempered masonite over plywood over cork cushion over wood sleepers. Floor is painted flat black. Stage screws and self tapping screws are acceptable. NO NAILS PLEASE. Floors may be painted. However, it will be the responsibility of the USER to restore it to flat black IMMEDIATELY after strike. Dance companies are advised to supply a dance floor. Use of rosin may incur an additional cleaning charge.

SOFT GOODS INVENTORY

Main curtain and valence, burgundy velour

Main – 2 panels, 32'H X 37'W with vertical rise from fly floor located stage right. Travels open from stage floor located stage right

Valence – 10H x 68'W, adjustable trim

Material	Type	Qty	Size	Color
Velour	Main curtain	1 (2 panels)	32'H X 37'W	Burgundy
Velour	Valence	1	10'H X 68'W	Burgundy
Velour	Border	1	14'H X 102'W	Black
Velour	Border	3	10'H X 102'W	Black
Velour	Legs	1 pair	38'H X 15'W	Black
Velour	Legs	3 pair	32'H X 15'W	Black
Velour	Traveler	2 (2 panels)	32'H X 30'W	Black
Muslin	Cyc	1	30'H X 78'W	Natural

FLYING

Fly System - Single purchase counterweight system with 36 line sets as follows:

17	House goods
5	Electrics
14	Empty information
Grid height	67' 10"
Fly floor	11' 10" from stage left floor
First available line set from plaster	3' 7" (line 4)
Last available Line Set from Plaster	40' 5" (line 40)
Cyclorama	37' 4" from plaster, Cyc curtain is constructed of natural muslin measuring 30' high X 78' wide

LIGHTING**Road Box**

Stage left plug-in
 One 600A 3-phase, 5 wire disconnect box
 One 100A 3-phase, 5 wire disconnect box (distributed for lighting or audio)
 One lighting transfer box (can interface with circuits 1-44, 20A, beam, catwalk, & side)

Light Board (Located HL at rear of house)

ETC Express 72/144 Computerized Light Board
 Optional manual operation: 72 channel, 2 scene preset or 144 channel single scene preset, with 10 pages of 24 submasters equaling 240 submasters
 Computerized patch provides for the assignment of any combination of dimmers to a desired control channel.

Dimmers:	180	2.4K	20A Stage pin circuit
	12	12K	20A Stage pin circuits (8 each)
	1	6K	50A Stage pin circuit

Lighting Positions*On Stage:*

1st Electric	(line 5)	24	2.4K	20A Circuits.....	D ¹
		3	12K	20A Circuits (<i>8 each</i>)	D ²
2nd Electric	(line 15)	20	2.4K	20A Circuits.....	D ¹
		3	12K	20A Circuits (<i>8 each</i>)	D ²
3rd Electric	(line 23)	16	2.4K	20A Circuits.....	D ¹
		3	12K	20A Circuits (<i>8 each</i>)	D ²
4th Electric.....	(line 29)	12	2.4K	20A Circuits.....	D ¹
		3	12K	20A Circuits (<i>8 each</i>)	D ²
5th Electric.....	(line 37)	12	2.4K	20A Circuits.....	D ¹
4 Floor pockets each side.....		4	2.4K	20A Circuits (<i>each</i>)	D ³
4 Drop boxes each side.....		4	2.4K	20A Circuits (<i>each</i>)	D ³
Proscenium wall		3	2.4K	20A Circuits.....	D ⁴
Upstage wall		3	2.4K	20A Circuits.....	D ⁴
		1	6K	50A Circuits	D ⁵
Orchestra pit		3	2.4K	20A Circuits.....	D ⁶
		1	6K	50A Circuits	D ⁶

House:

Rear beam		8	2.4K	20A Circuits.....	D ¹
Catwalk		24	2.4K	20A Circuits.....	D ¹
		1	6K	50A Circuits	D ⁵
Side fills.....		12	2.4K	20A Circuits.....	D ⁴

Distribution:

- D¹ Circuits duplicated left and right of centerline
- D² Circuits evenly distributed
- D³ Circuits in floor pockets are duplicated by drop boxes directly above
- D⁴ each side
- D⁵ All listed 6K, **50A Circuits** are a distribution of ONE dimmer
- D⁶ Circuits duplicated in basement

Followspots: Two - 2K Zenon Lycian 1290 XLT's located at the rear beam on each side of the control booth.

AUDIO

Sound Board (**Located rear of house @ center**) Yamaha M7-CL Digital Console
48 mono microphone inputs
4 stereo inputs
16 mix buses
8 matrix channels
8 DCAs
Virtual effect and EQ rack: up to 4 simultaneous multi-effect processors; up to 8 simultaneous 31-band graphic EQ's.
Dual power, internal and external supplies, with a battery backup.
Denon Dual CD and Cassette Player/Recorders
360 System Instant Replay
PC-Based Computer for editing and playback of USB drives and SD cards
Light Viper Fibre Optic Snake 48X16
Light Viper Fiber Optic Splitter 32 Channel With 100' cable
DBX 4800 Driverack for House processing and speaker distribution.
QSC Amps for House and monitors
8 Cerwin-Vega Prostax speakers for the house. Dual 15" 3-way Full Range 700watts each.
2 Cerwin-Vega Prostax Sub-woofers For the house. Ported 15" Subs 500watts each.
6 Apogee SSM Front fill speakers. 2 8"speakers with horn full range. 200watts each
Yamaha SM15v and Galaxy Hotspot Stage monitors
Video From FOH to Stage monitor
10 Shure UHF/UFH-R Wireless systems

BACKSTAGE COMMUNICATIONS

Stage manager's console operates from stage left. It provides intercom communication from console to dressing rooms, rehearsal hall, greenroom, wardrobe room, technical director's office, and house manager's office.

Headset communications link the control booth, fly rail, followspot positions, and the director/designer stations in house. There are 24 locations in all.

Front of house manager to stage manager or control booth communication are provided by telephone intercom or walkie-talkie.

DRESSING FACILITIES

All dressing facilities are located in the basement, one flight down via stage left stairway or back stage elevator.

Two Chorus dressing rooms (primarily for use by Carpenter Performance Hall performers) accommodate approximately 33 each.

Four private dressing rooms are scheduled upon availability.

All dressing rooms include mirrors, make-up lights, overhead lighting, chairs, sinks, overhead cabinets, stage monitors, toilets, and showers.

Rolling wardrobe racks are available upon request.

Wardrobe room located in basement is equipped with washer, dryer, utility sink, and storage cabinets (shared by Dupree theater)

Carpenter greenroom is located in the basement with couches, chairs, adjustable lighting, and stage monitors.

ORCHESTRA FACILITIES

Orchestra pit measures 55' wide X 13' 6" deep

Programmed stops at 3' 6", 7' 0", & 12' 0" below stage level

Accommodates up to 65 musicians

Music stands, clip-on lights, and musicians chairs are available as needed.

Pianos include: 9' American Steinway (performance only)

7' Baldwin (performance only)

6' Steinert

Sojin upright studio piano

FRONT OF HOUSE

Lobby with concession area, benches, chairs, and box office.

All areas are totally accessible to people with disabilities. These include entrances, seating, restrooms, water fountains, backstage, and basement (via elevator).

Headset receivers, or personal PA receiver systems, are available upon request from the IAC house manager to assist individual audience members with hearing impairments.

LIGHTING INVENTORY

NOTE: House uses 3 pin connectors

Instrument	Wattage	Quantity
Altman 8" Fresnel1000w 30	1000w	30
Altman PAR 64 1000w 82	1000w	82
Altman 10° Ellipsoidal	1000w	8
ETC Source 4 Parnels	575w	36
ETC Source 4 PARs	575w	12
ETC Source 4 10°	575w	10
ETC Source 4 19°	575w	20
ETC Source 4 26°	575w	40
ETC Source 4 36°	575w	8
ETC Source 4 50°	575w	2
Colortran 30° Ellipsoidal	1000w	8
Altman Far Cyc (3 cell)	1500w	4
Altman 6' strip (3 circuit)	300w	12

HANG SCHEDULE

Line #	Use	To Plaster	Notes
FC	Fire Curtain	0' 3"	Pull-Ring Activated
1	Valance	1' 4"	Adjustable
2	House Main	2' 2"	Guillotine or Travels
3	Portal Legs	2' 10"	¼ Track Pipe (adjustable)
4	Empty Pipe	3' 7"	
5	1st Electric	4' 4"	Truss
7	Shell	6' 7"	
8	Legs	8' 2"	
9	Empty Pipe	8' 10"	
10	Empty Pipe	9' 7"	
11	Empty Pipe	10' 4"	
13	Border	11' 10"	
14	Legs	12' 8"	
15	2nd Electric	13' 5"	Truss
17	Empty Pipe	14' 10"	
18	Shell	17' 2"	
19	Empty Pipe	17' 10"	
21	Border	19' 5"	
22	Traveler	20' 1"	Full Track Pipe
23	3rd Electric	20' 10"	Truss
24	Empty Pipe	22' 4"	
25	Empty Pipe	23' 1"	
26	Empty Pipe	23' 10"	
27	Border/Legs	26' 1"	
28	Shell	26' 10"	
29	4th Electric	28' 4"	Ladder
30	Empty Pipe	29' 10"	
31	Empty Pipe	30' 7"	
32	Empty Pipe	31' 4"	
33	Empty Pipe	32' 2"	
35	Empty Pipe	34' 4"	
36	Empty Pipe	35' 2"	
37	5th Electric	35' 10"	Ladder
38	Cyclorama	37' 4"	Curved
39	Traveler	38' 10"	Full Track Pipe
40	Empty Pipe	40' 5"	

Note: Standard battens are 68' long. Lines 1 & 2 (house main & valance) are 72' long. Lines 31, 33, 35, and 36 are 66' long. Line 37 (5th electric) is 54' long. Line 38 (cyclorama) is 78' long. All house goods are permanently hung.

ALL FLYING AND LOADING MUST BE SUPERVISED BY IAC PERSONNEL.

SECTION TWO: DUPREE THEATER SPECIFICATIONS**HOUSE**

Seating Capacity	
Total seating	257
	251 Continental seating
	6 Wheel chair seating: 3 each, mid house right and left
Farthest seat from plaster	47' 0"
Farthest seat from pit	35' 6"
Nearest seat from plaster	15' 0"
Nearest seat from pit	3' 0"

STAGE**Proscenium**

25' high X 39' wide	
Depth: Proscenium to back wall	40' 6"
Depth: Front of stage to back wall.....	44' 10"

Centerline

To stage right wall	40' 10"
To stage left wall	37' 8"

Wing Space

To stage right wall	18' 10"
To stage left wall	13' 8"

Stage Floor

Tempered masonite over plywood over cork cushion over wood sleepers. Floor is painted flat black. Stage screws and self tapping screws are acceptable. NO NAILS PLEASE. Floors may be painted. However, it will be the responsibility of the USER to restore it to flat black IMMEDIATELY after strike. Dance companies are advised to supply a dance floor. Use of rosin may incur an additional cleaning charge.

SOFT GOODS INVENTORY

Main Curtain and valence, forest green velour.

Main – 2 panels, 27'H x 29'W with vertical rise from fly floor located stage left. Travels open from stage floor located stage left.

Valence - 52' wide X 8' high, adjustable trim

Material	Type	Qty	Size	Color
Velour	Main curtain	1 (2 panels)	27'H X 29'W	Forest green
Velour	Valence	1	8'H X 52'W	Forest green
Velour	Border	1	14'H X 90'W	Black
Velour	Border	2	8'H X 90'W	Black
Velour	Legs	1 pair	32'H X 18'W	Black
Velour	Legs	2 pair	28'H X 15'W	Black
Velour	Traveler	2 (2 panels)	28'H X 31'6"W	Black
Muslin	Cyc	1	30'H X 60'W	Natural

FLYING

Fly System - Single purchase counterweight system with 31 line sets as follows:

- 11 House goods
- 4 Electrics
- 16 Empty
- Grid height 60' 0"
- Fly floor 11' 5" from stage left floor
- First available line set from plaster 3' 7" (line 4)
- Last available Line Set from Plaster 32' 10" (line 35)
- Cyclorama 34' 4" from plaster, Cyc curtain is constructed of natural muslin measuring 30' high X 60' wide

LIGHTING**Road Box**

200amp 3ph Disconnect (SR)

Light Board (Located in the control booth above rear of house)

ETC – Express 72/144 console

Computerized patch provides for the assignment of any combination of dimmers to a desired control channel.

Dimmers:	149	2.4K	20A Stage pin circuit
	3	12K	20A Stage pin circuits (6 each)
	13	6K	20A Stage pin circuits (5 each)
	1	6K	50A Stage pin circuit

Lighting Positions*On Stage:*

1st Electric.....(line 5)	18	2.4K	20A Circuits.....	D ¹
	3	6K	20A Circuits (5 each)	D ²
2nd Electric.....(line 14)	16	2.4K	20A Circuits.....	D ¹
	3	6K	20A Circuits (5 each)	D ²
3rd Electric.....(line 22)	12	2.4K	20A Circuits.....	D ¹
	3	6K	20A Circuits (5 each)	D ²
4th Electric.....(line 28)	12	2.4K	20A Circuits.....	D ¹
	3	12K	20A Circuits (6 each)	D ²
3 Floor pockets each side.....	4	2.4K	20A Circuits (each).....	D ³
3 Drop boxes each side.....	4	2.4K	20A Circuits (each).....	D ³
Proscenium wall.....	3	2.4K	20A Circuits.....	D ⁴
Upstage wall.....	3	2.4K	20A Circuits.....	D ⁴
	1	6K	50A Circuits	D ⁵
Orchestra pit.....	3	2.4K	20A Circuits.....	D ⁶
	1	6K	50A Circuits	D ⁶

House:

Rear beam.....	4	2.4K	20A Circuits.....	D ⁴
Catwalk.....	24	2.4K	20A Circuits.....	D ¹
	1	6K	50A Circuits	D ⁵
Side fills.....	6	2.4K	20A Circuits.....	D ⁴

Distribution:

- D¹ Circuits duplicated left and right of centerline
- D² Circuits evenly distributed
- D³ Circuits in floor pockets are duplicated by drop boxes directly above
- D⁴ Each side
- D⁵ All listed 6K, **50A Circuits** are a distribution of ONE dimmer
- D⁶ Circuits duplicated in basement

Followspots: Two Lycian 1275's located at the rear beam. One on either side of the control booth.

AUDIO

Sound Board (Located in the control booth above rear of house) Yamaha M7-CL Digital Console

48 mono microphone inputs

4 stereo inputs

16 mix buses

8 matrix channels

8 DCAs

Virtual effect and EQ rack: up to 4 simultaneous multi-effect processors; up to 8 simultaneous 31-band graphic EQ's.

Dual power, internal and external supplies.

32 Lines to Booth.

4 Monitor Sends to Stage

Tascam CD-RW CD Player/Recorder MP3 Compatible.

360 Systems Instant Replay

Sony CD Player

PC-Based Computer for editing and playback of USB drives and SD cards

6 EAW FL103 House speakers, Bi-Amped 500 watts each

Yamaha SM15v and Galaxy Hotspot Stage monitors

BACKSTAGE COMMUNICATIONS

Stage manager's console operates from stage right. It provides intercom communication from console to dressing rooms, rehearsal hall, greenroom, wardrobe room, technical director's office, and house manager's office.

Headset communications link the control booth, fly rail, followspot positions, and the director/designer stations in house. There are 24 locations in all.

Front of house manager to stage manager or control booth communication are provided by telephone intercom or walkie-talkie.

DRESSING FACILITIES

All dressing facilities are located in the basement, one flight down via stage left stairway or back stage elevator.

Two Cast dressing rooms (primarily for use by Dupree theater performers) accommodate approximately 12 each.

Four private Star dressing rooms are scheduled upon availability.

All dressing rooms include mirrors, make-up lights, overhead lighting, chairs, sinks, overhead cabinets, stage monitors, toilets, and showers.

Rolling wardrobe racks are available upon request.

Wardrobe room located in basement is equipped with washer, dryer, utility sink, and storage cabinets (shared by Carpenter Hall)

Dupree greenroom is located in the basement with couches, chairs, adjustable lighting, and a stage monitor/paging system.

ORCHESTRA FACILITIES

Orchestra pit measures 34' wide X 7' deep

Programmed stops at 3' 6", 7' 0", & 12' 0" below stage level

Accommodates up to 20 musicians

Music stands, clip-on lights and chairs are available as needed.

Pianos include: 9' American Steinway (performance only)

7' Baldwin (performance only)

6' Steinert

Sojin upright studio piano

FRONT OF HOUSE

Lobby with concession area, benches, chairs, and box office.

Smoking patio located outside.

All areas are totally accessible to handicapped. These include entrances, seating, restrooms, water fountains, backstage, and basement (via elevator).

Headset receivers, or personal PA receiver systems, are available upon request from the IAC house manager to aid individual audience members with hearing impairments.

LIGHTING INVENTORY

NOTE: House uses 3 pin connectors

Instrument	Wattage	Quantity
ETC Source 4 - 19°	575w	6
ETC Source 4 - 26°	575w	32
ETC Source 4 - 36°	575w	52
ETC Source 4 - 50°	575w	12
ETC Source 4 Panels	575w	20
Colortran 30°	1000w	21
Strand 6" Fresnel	1000w	17
Altman 6" Fresnel	1000w	2
Altman 6" Fresnel	750w	2
Altman 8" Fresnel	1000w	20
Strand 4.5 X 6.5 Leko	575w	14
Strand 6 X 9 Leko	575w	38
Strand 6 X 12 Leko	575w	16
Strand 6 X 16 Leko	575w	6
Altman PAR 64	1000w	20
Altman Far Cyc (3 cell)	1500w	4
Altman 6' strip (3 circuit)	300w	12

NOTE: Wattage listed is the maximum for the type of lighting instrument

HANG SCHEDULE

Line #	Use	To Plaster	Notes
FC	Fire Curtain	0' 3"	Pull-Ring Activated
1	Valance	1' 4"	Adjustable
2	House Main	2' 1"	Guillotine or Travels
4	Empty Pipe	3' 7"	
5	1st Electric	4' 4"	Truss
6	Legs	6' 7"	
8	Empty Pipe	8' 1"	
9	Empty Pipe	8' 10"	
10	Empty Pipe	9' 7"	
11	Border	10' 4"	
12	Legs	11' 1"	
13	Empty Pipe	11' 10"	
14	2nd Electric	12' 7"	Truss
15	Empty Pipe	14' 1"	
16	Empty Pipe	14' 10"	
17	Empty Pipe	16' 4"	
18	Empty Pipe	17' 1"	
19	Border	17' 10"	
20	Traveler	18' 7"	Full Track Pipe
22	3rd Electric	20' 1"	Truss
23	Empty Pipe	21' 7"	
24	Empty Pipe	22' 4"	
25	Border	23' 1"	
26	Legs	24' 7"	
27	Empty Pipe	25' 4"	
28	4th Electric	26' 1"	Ladder
30	Empty Pipe	28' 4"	
31	Empty Pipe	29' 10"	
33	Empty Pipe	31' 4"	
35	Empty Pipe	32' 10"	
36	Traveler	33' 7"	Full Track Pipe
37	Cyclorama	34' 4"	

Note: All battens are 60' long. Electrics pipes are 59' 6" long. All house goods are permanently hung.

ALL FLYING AND LOADING MUST BE SUPERVISED BY IAC PERSONNEL.

SECTION THREE: SHARED EQUIPMENT & FACILITIES

Rehearsal Hall –

Located at stage level, accessible from backstage or lobbies.

Size: 69' X 39' (approximately). Suitable for orchestra or dance rehearsals.

Equipped with cushioned floor, full length mirrors, ballet bar, dimmable lighting, Sojin upright studio piano, and stage monitor.

Equipped with adjustable sound panels for acoustical flexibility.

Scene Shop

Located backstage and easily accessible to both stages via automated sound doors measuring 16' high X 12' wide.

Modestly equipped with stationary and hand power tools as well as an assortment of manual hand tools and equipment.

Scheduling of the scene shop should be made well in advance through the IAC Technical Director.

Loading Dock

Access via Coker Street just south of Merton Way. Look for sign, "Theater and Gallery Receiving".

Dock is equipped with one 50A service outlet, cable bay with pre-run cable to video positions in both theaters, lights, and dock board.

Loading door measurements 10' high X 12' wide

Dock height above ground level 3' 8"

Distance to Carpenter stage 60' 0"

COMMON EQUIPMENT

Lighting Equipment

	Quantity
Altman ground row (6 cell, 3 circuit) 500w	4
6" Strand 4-way barndoor	23
6" Altman 4-way barndoor	6
8" Altman 4-way barndoor	6
6" Strand snoot	20
10' Lighting tree with 50lb base	4
12' Lighting tree with 50lb base	8
Four-rung lighting ladders	12
Altman side arms	52
25 foot, 6 circuit socapex cables	2
3 pin lighting cable over 1500 feet in assorted lengths	

Miscellaneous Equipment

Rosco 1500 fog machine with super remote	2
Rosco chiller modules with remote	2
High End F-100 fog machine with remote	2
Altman scenery bumpers	36
30' X 60' Black sharks tooth scrim	1
30' X 60' White sharks tooth scrim	1
24' X 40' Silver diffraction split drape	1

Audio Equipment

The Arts Center has an assortment of Shure and Cad Microphones as well as Shure UHF and Vega VHF wireless units.

Percussion Equipment

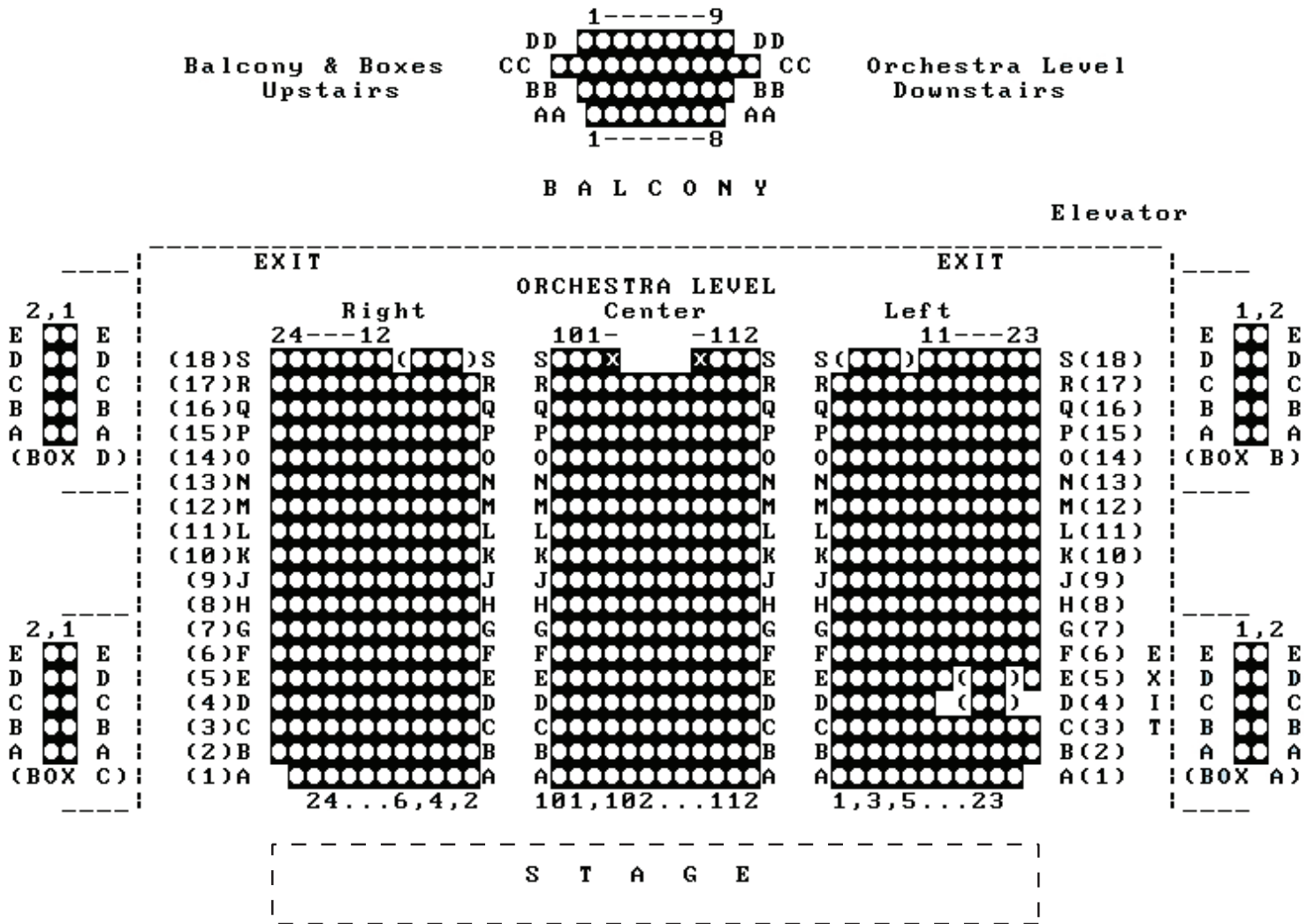
Vibraphone
Xylophone
Glockenspiel
Orchestral Bells (Chimes) – Musser
Orchestral Bells (Chimes) – Yamaha Degan
2ea - 23" Tympani (Yamaha)
2ea - 26" Tympani (Yamaha)
2ea - 29" Tympani (Yamaha)
2ea - 32" Tympani (Yamaha)
36" Bass Drum w/ stand (Pearl)
36" Bass Drum w/ stand (Ludwig)
36" Tam
28" Tam
2pr - 18" Crash Cymbals

Pianos (tuning fees apply)

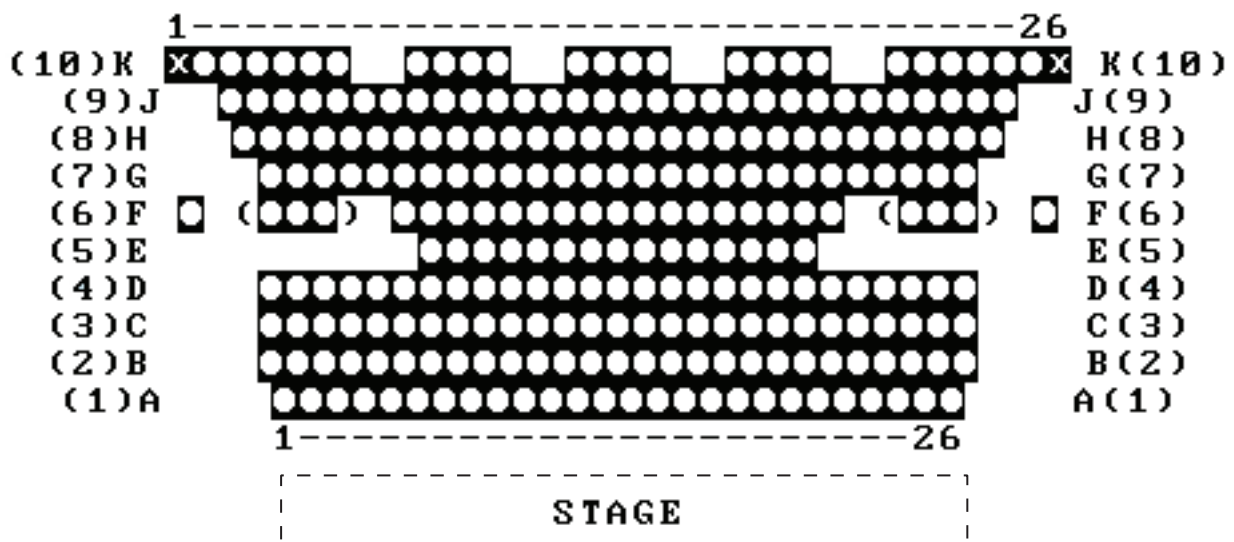
9' Steinway Grand "D"
7' Baldwin Grand
5'6" Steinway Mod. "O" (Baby Grand)
5'6" Bernhard Steiner (Baby Grand)
Conover Cable – Upright
Sojin - Upright

All equipment is available on a first come-first serve basis and is scheduled through the Event Information Form and the Use Agreement.

Carpenter Performance Hall | Seating Chart



Dupree Theater | Seating Chart





IRVING ARTS CENTER

CARPENTER PERFORMANCE HALL

THEATER GROUNDPLAN

DRAWN BY: DATE: 10-19-90

GEORGE L. COOK

SCALE: 1/8" = 1'6"

REVISED BY: DATE: 9-10-94

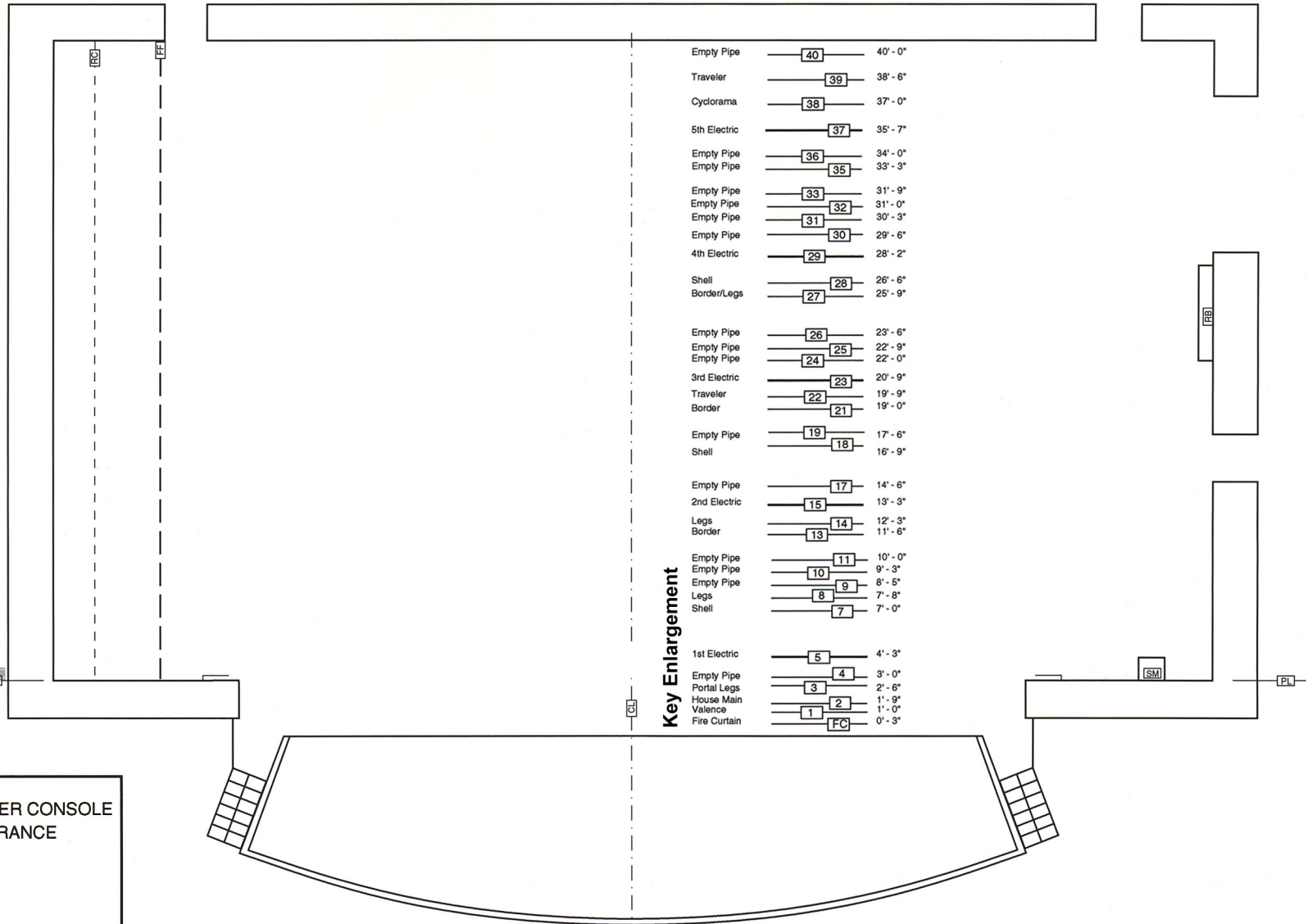
THADDEUS JEFFERSON

Empty Pipe	40	40'-0"
Traveler	39	38'-6"
Cyclorama	38	37'-0"
5th Electric	37	35'-7"
Empty Pipe	36	34'-0"
Empty Pipe	35	33'-3"
Empty Pipe	33	31'-9"
Empty Pipe	32	31'-0"
Empty Pipe	31	30'-3"
Empty Pipe	30	29'-6"
4th Electric	29	28'-2"
Shell	28	26'-6"
Border/Legs	27	25'-9"
Empty Pipe	26	23'-6"
Empty Pipe	25	22'-9"
Empty Pipe	24	22'-0"
3rd Electric	23	20'-9"
Traveler	22	19'-9"
Border	21	19'-0"
Empty Pipe	19	17'-6"
Shell	18	16'-9"
Empty Pipe	17	14'-6"
2nd Electric	15	13'-3"
Legs	14	12'-3"
Border	13	11'-6"
Empty Pipe	11	10'-0"
Empty Pipe	10	9'-3"
Empty Pipe	9	8'-5"
Legs	8	7'-8"
Shell	7	7'-0"
1st Electric	5	4'-3"
Empty Pipe	4	3'-0"
Portal Legs	3	2'-6"
House Main	2	1'-9"
Valance	1	1'-0"
Fire Curtain	FC	0'-3"

Empty Pipe	40	40'-0"
Traveler	39	38'-6"
Cyclorama	38	37'-0"
5th Electric	37	35'-7"
Empty Pipe	36	34'-0"
Empty Pipe	35	33'-3"
Empty Pipe	33	31'-9"
Empty Pipe	32	31'-0"
Empty Pipe	31	30'-3"
Empty Pipe	30	29'-6"
4th Electric	29	28'-2"
Shell	28	26'-6"
Border/Legs	27	25'-9"
Empty Pipe	26	23'-6"
Empty Pipe	25	22'-9"
Empty Pipe	24	22'-0"
3rd Electric	23	20'-9"
Traveler	22	19'-9"
Border	21	19'-0"
Empty Pipe	19	17'-6"
Shell	18	16'-9"
Empty Pipe	17	14'-6"
2nd Electric	15	13'-3"
Legs	14	12'-3"
Border	13	11'-6"
Empty Pipe	11	10'-0"
Empty Pipe	10	9'-3"
Empty Pipe	9	8'-5"
Legs	8	7'-8"
Shell	7	7'-0"
1st Electric	5	4'-3"
Empty Pipe	4	3'-0"
Portal Legs	3	2'-6"
House Main	2	1'-9"
Valance	1	1'-0"
Fire Curtain	FC	0'-3"

Key Enlargement

- NOTES:**
- SM STAGE MANAGER CONSOLE
 - RC RIGGING CLEARANCE
 - PL PLASTER LINE
 - FC FIRE CURTAIN
 - CL CENTER LINE
 - FF FLY FLOOR
 - RB ROAD BOX





IRVING ARTS CENTER

DUPREE THEATER

THEATER GROUNDPLAN

DRAWN BY: DATE: 10-19-90

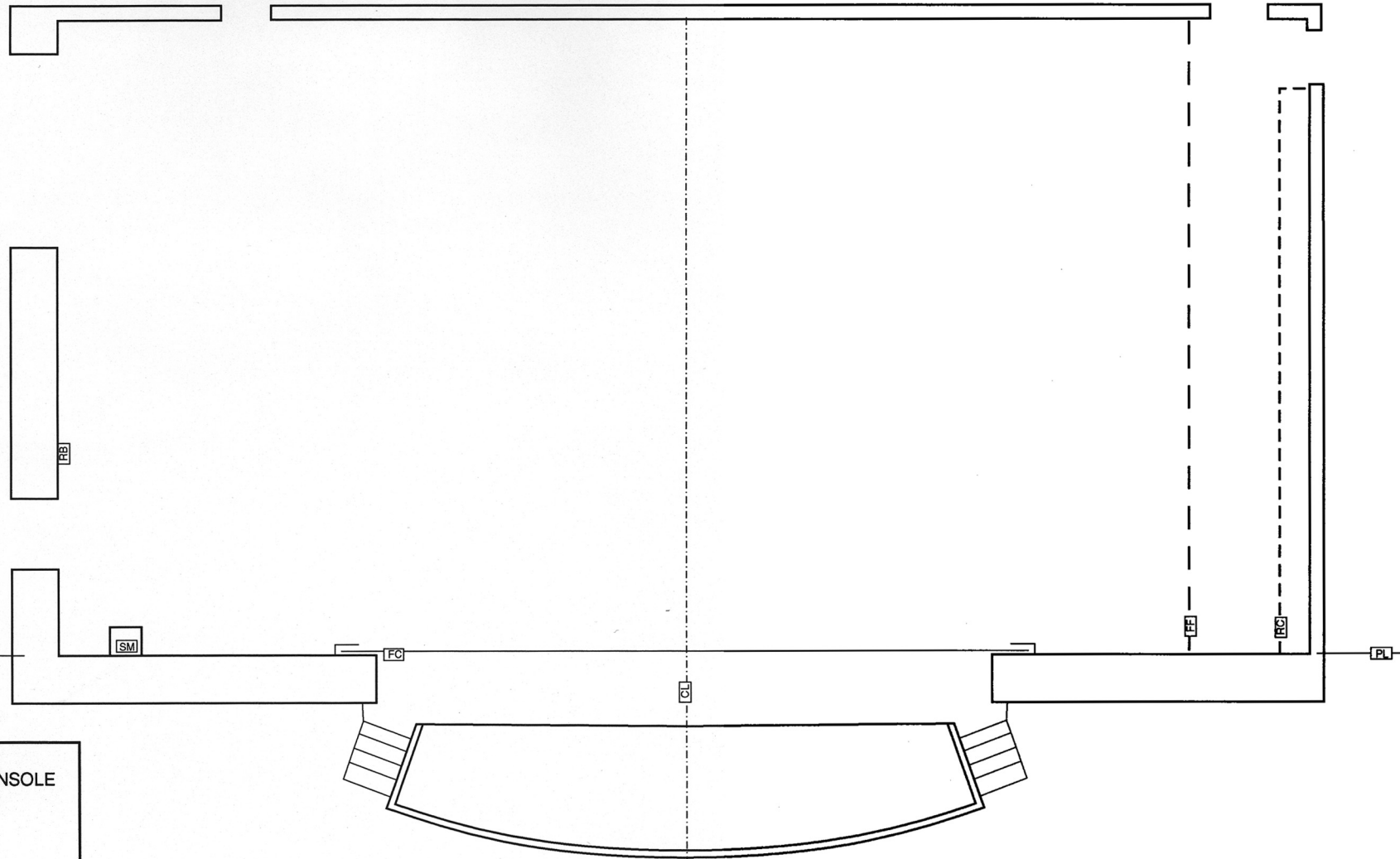
GEORGE L. COOK

SCALE: 1/8" = 1'25"

REVISED BY: DATE: 6-11-94

THADDEUS JEFFERSON

- Traveler ——— 37 ——— 34' - 5"
- Oyclorama ——— 36 ——— 33' - 6"
- Empty Pipe ——— 35 ——— 32' - 6"
- Empty Pipe ——— 33 ——— 31' - 0"
- Empty Pipe ——— 31 ——— 29' - 6"
- Empty Pipe ——— 29 ——— 28' - 0"
- 4th Electric ——— 28 ——— 26' - 0"
- Legs ——— 27 ——— 25' - 0"
- Border ——— 26 ——— 24' - 3"
- Empty Pipe ——— 25 ——— 22' - 9"
- Empty Pipe ——— 24 ——— 22' - 0"
- Empty Pipe ——— 23 ——— 21' - 5"
- 3rd Electric ——— 22 ——— 20' - 2"
- Traveler ——— 20 ——— 18' - 6"
- Border ——— 19 ——— 17' - 7"
- Empty Pipe ——— 18 ——— 16' - 11"
- Empty Pipe ——— 17 ——— 16' - 0"
- Empty Pipe ——— 16 ——— 14' - 6"
- Empty Pipe ——— 15 ——— 14' - 0"
- 2nd Electric ——— 14 ——— 12' - 6"
- Legs ——— 13 ——— 11' - 6"
- Border ——— 12 ——— 10' - 9"
- Empty Pipe ——— 11 ——— 10' - 1"
- Empty Pipe ——— 10 ——— 9' - 5"
- Empty Pipe ——— 9 ——— 8' - 8"
- Empty Pipe ——— 8 ——— 7' - 9"
- Legs ——— 6 ——— 6' - 3"
- 1st Electric ——— 5 ——— 4' - 3"
- Empty Pipe ——— 4 ——— 3' - 3"
- House Main ——— 2 ——— 1' - 9"
- Valence ——— 1 ——— 1' - 0"
- Fire Curtain ——— FC ——— 0' - 3"



NOTES:
 SM STAGE MANAGER CONSOLE
 RC RIGGING CLEARANCE
 PL PLASTER LINE
 FC FIRE CURTAIN
 CL CENTER LINE
 FF FLY FLOOR
 RB ROAD BOX

TICKET ORDER FORM

TICKET INFORMATION:

The ticket should convey specific information of date, time, venue, parking and seat location to the patron. It should also be simple enough to be easily read by ushers at a glance.

LINE ONE:

List the name by which a patron is most likely to inquire of the event. Concert organizations would usually place the name of the ensemble here. Theater companies would most likely want to place the name or title of the production on this line. NOTE: The name of the Client name **must** be on one of the first three lines.

Fill in the blanks -- 30 characters max.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

LINE TWO:

Generally used for text such as: “presents, presented by, featuring, in concert with, performing, etc.” It is not a requirement that the second line be linking or transition text. Concert organizations may choose to use lines two and three to list conductor and soloist or featured work. NOTE: The name of the Client name **must** be on one of the first three lines.

Fill in the blanks -- 30 characters max.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

LINE THREE:

Concert organizations would usually place the name of the soloist or conductor here. Concert organizations may choose to use lines two and three to list conductor and soloist or featured work. Theater companies would most likely want to place the name of the Client on this line. NOTE: The name of the Client name **must** be on one of the first three lines.

Fill in the blanks -- 30 characters max.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

TICKET ORDER FORM

LINE FOUR:

Event date, please use 00/00/00 format.

Fill in the blanks

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

LINE FIVE:

Event time, please use 0:00 AM (or PM) format.

Fill in the blanks

<input type="text"/>	<input type="text"/>	:	<input type="text"/>	<input type="text"/>	M
----------------------	----------------------	---	----------------------	----------------------	---

LINE SIX:

ONLY AVAILABLE IF LINE SEVEN IS GENERAL ADMISSION. This line is best left blank but may be used to convey important performance information to the patron such as: “No late seating, No photography or recording permitted, etc.”.

Fill in the blanks -- 30 characters max.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

LINE SEVEN:

All theater events should be Reserved Seating. General Admission is only available if the Client can reasonably insure that the anticipated number of attendees will be significantly less than the capacity of the venue. Choose one:

Reserved Seating
 General Admission
 If general admission, list anticipated number of attendees: _____

TICKET ORDER FORM

STUB LINE ONE:

Venue. Choose one:

CARPENTER HALL

DUPREE THEATER

STUB LINES TWO & THREE:

Used to provide the patron with parking instructions.

STUB LINE FOUR:

Best if left blank. May be used to communicate important information to the patron such as: "No late seating, no seating after 7:55 PM, no photography or recording, etc."

Fill in the blanks -- 14 characters max.

--	--	--	--	--	--	--	--	--	--	--	--	--	--

STUB LINE FIVE:

Best if left blank. May be used to communicate important information to the patron such as: "No late seating, no seating after 7:55 PM, no photography or recording, etc."

Fill in the blanks -- 14 characters max.

--	--	--	--	--	--	--	--	--	--	--	--	--	--

STUB LINE SIX:

Used to place a code on the stub that will identify the performance after the stub is detached from the body of the ticket.

Name of Client's Ticketing Contact: _____

This person should be available during Box Office hours or available by pager or answering machine.

Numbers: _____

TICKET ORDER FORM

Tickets should be placed "On-Sale" to the public 8 weeks prior to the event. Please submit this form 15 working days prior to the projected "On-Sale" date. The Client must proof tickets for errors. The signed proof sheet must be returned before tickets can be placed On-Sale to the public. Would you prefer to: Pick up the ticket proofs in person.

Have the proofs faxed to Fax Number: _____

Please provide a brief description of the event for Ticket Sellers.

Please list all prices:

Price Checklist

All prices must be provided now as price categories cannot be added after sales begin. Required attachments to this ticket order form are:

- Clearly marked house maps for multiple price houses (Copies of seating charts are available from the IAC Administrative offices or the Box Office.
- A copy of all discount coupons along with information of time and method of distribution
- A list of any discounts being offered

TICKET ORDER FORM

PAGE 5

If offering Child or Senior Citizen prices, please note that the IAC Box Office is in the practice of selling Children's tickets to ages twelve (12) and under. Children under the age of two (2) do not need a ticket if they are planning to sit in an adult's lap.

Over the age of two, children must be ticketed; as directed by the Fire Marshall to insure accurate capacity counts.

IAC Box Office is in the practice of selling Senior Citizen tickets to persons over the age of sixty-five (65).

Variances to the above age guidelines should be discussed with the Box Office Manager prior to announcing the prices.

- A description of planned media and advertising campaign including timeline. If this information is not available at this time, it is your responsibility to keep the Box Office Manager informed as these decisions are finalized. Major promotions may require an adjustment in staffing, the burden of which may need to be shared by the Client. It is also important that media information be communicated to the Box Office Manager as soon as possible to insure proper training of Box Office staff. They represent not only the City of Irving and Irving Arts Center, but the Box Office staff is the first impression patrons will have of your event.
- The event contract must be signed and on file with the IAC before the event tickets can be placed on sale. Check here if your contract has been signed and returned.

Box Office Hours and Phone Number

Hours of operation are noon to 5 PM, Tuesday through Saturday and one hour prior to show start. **The Box Office phone number is 972-252-ARTS (2787). Use this number for ticket information in all printed materials and press announcements.**

Completed Form

Please submit completed form and attachments to the IAC Box Office Manager by mail, fax or in person.

If you have any other concerns or questions please contact:

Andy Pate , Box Office Manager

Irving Arts Center

3333 N. MacArthur Blvd., Suite 300

Irving, TX 75062

972/252-7558, ext. 1247 Box Office Administration ONLY; do not publish for sales information!

972-570-4962 Fax



Tenant User Liability Enrollment form For Irving Arts Center

This brochure is valid for effective dates from 10/19/1H through 10/19/1Í

PROGRAM DESCRIPTION

This insurance program has been designed for persons or organizations renting or leasing this facility/premises to conduct short term special events that meet the following criteria:

- Total event attendance is 3,000 or less
- Maximum number of consecutive event days is 10 (not including set-up or tear down)

Coverage is provided by a carrier rated A+ (Superior) by A.M. Best Company.

INELIGIBLE OPERATIONS

The following types of event operations are not eligible for this program. Please note, this is not a complete listing of ineligible operations.

- Activist rallies, marches or literature distribution
- Athletic events and competitions
- Cinematography & photography for commercial use
- Concerts – involving rock, rap, hip-hop
- Events providing overnight room accommodations or camping as part of the event
- Events held on an airport premises
- Gun and/or knife shows
- Haunted attractions
- Health fairs or shows
- Historical battle reenactments
- In or on water activities
- Mazes (corn, hay, fence)
- Motorized vehicle, motorcycle, watercraft or powerboat practicing for, qualifying for, or testing for any racing speed, demolition or stunting activity
- Overnight retreats
- Parades
- Rodeos (any rodeo activity, including, but not limited to, bronco or bull riding, steer roping, team roping, barrel racing or horseback riding)

COVERAGE AND LIMITS

Coverage	Limits
Each Occurrence	\$1,000,000
General Aggregate other than products completed ops	\$3,000,000
Products-completed Operations Aggregate	\$1,000,000
Personal and Advertising Injury	\$1,000,000
Damage to Premises Rented to You	\$ 300,000
Medical Expense (other than participants)	\$ 5,000

ELIGIBLE OPERATIONS

The following event operations are eligible for this program. If you do not see your event operation listed, please contact K&K for eligibility.

Class 1 Private Invitation Events	Class 2 Open to the Public Events
<ul style="list-style-type: none"> • Achievement celebrations • Anniversary party • Award banquets or presentations • Baby shower • Banquets • Baptism • Bar mitzvahs or bat mitzvahs • Birthday party • Business dinner, lecture, seminar, meeting, party or banquet • Celebrations (holiday) • Charity or fundraising event (auction, benefit, dance or dinner) • Debuts or debutante balls/proms • Dinners, luncheons or showers • Graduation party • Lectures • Meetings (clubs or business) • Memorial service • Parties (retirement, house, anniversary, engagement or graduation) • Quinceañera • Recitals (dance or musical) • Reunion (class, family or military) • Seminars • Social gatherings or receptions • Wedding ceremony, shower reception or rehearsal dinner 	<ul style="list-style-type: none"> • Auctions (animal, property or real estate) • Bingo games • Car, RV or boat shows (static displays only) • Celebrations (holiday) • Charity events (auction, benefit, dance or dinner) • Concerts—other than rock, rap or hip hop – call for approval • Conventions • Festivals or Fairs (harvest, craft, ethnic, job or art) • Flea market or swap meets • Graduation ceremonies • Lectures or workshops • Pageants • Picnics (no water activity) • Political campaign rallies • Reunions (class, family) • Rummage sales • School band or drill team competitions • School carnivals • Shows (animals, antique, art, baby, boat, business consumer, craft or fashion) • Speaking engagements • Stage show (musical, dance or theatrical) • Tours (garden, holiday, parade of homes, historical sites) • Walks (non-competitive, charity or benefits)



Tenant User Liability Insurance Program (TULIP) for Short Term Special Events at Irving Arts Center

Valid for effective dates from 10/19/10 through 10/19/11

Completion of this enrollment form confirms your desire to obtain insurance through the Sports, Leisure and Entertainment Risk Purchasing Group. The submission of this enrollment form and/or acceptance of payment does not guarantee coverage. Certain operations are not eligible for coverage by this program. K&K reserves the right to decline any request for coverage.

TO AVOID PROCESSING DELAYS, PLEASE:

- 1. Complete all sections (print legibly) 2. Sign and date where required**

GENERAL INFORMATION

Named insured (as it should appear on the policy): _____
(The legal name of the business or organization; typically the name that would appear on any contracts or agreements)

Doing business as (DBA): _____
(additional names under which the named insured operates)

Mailing address: _____

City: _____ State: _____ Zip: _____

Contact name: _____ Phone: (_____) _____

Cell: (_____) _____ Fax: (_____) _____

E-mail: _____ Website: _____

EVENT INFORMATION

Name of event: _____

Type of event: _____

Date(s) of coverage (including set-up and tear-down): ____ / ____ / ____ to ____ / ____ / ____

Event date(s) ____ / ____ / ____ to ____ / ____ / ____

Hours of event (including set-up and tear-down): ____ A.M./P.M. to ____ A.M./P.M.

1. Are overnight accommodations or camping facilities part of the event? Yes No
2. Will this event feature any of the following activities? Yes No
 - Rides, amusement devices, inflatable recreational devices?
 - Petting zoos or animals?
 - Fireworks or pyrotechnics?
 - Does the event have concessionaires, exhibitors or any vendors?

The exposures/activities listed above are not covered by this program and any resulting claims will be denied. If you wish to cover any of these activities, please contact us to determine if other coverage options are available. If any of these activities are provided by a third party you should require evidence of liability coverage (certificate of insurance) from the entity/organization naming you as an additional insured.

3. Is there a live musical or entertainment performance at the event? Yes No
If yes, please indicate the type of performer(s): _____

Does the performer require that they be added as an additional insured? Yes No

4. Alcoholic beverages: (check one)
 - Will not be allowed or available at the event.
 - Will be sold at the event. (e.g.: individual drinks are offered for sale for cash or with pre-purchased tickets)
If sold, who holds the liquor license or permit?
 Insured Caterer or vendor Facility Sponsor
 - Will be furnished without a charge at the event. (e.g.: wine & beer are served for free or event has a \$100 admission fee and wine is served with dinner for free)
If furnished, is the insured required to obtain a liquor license? Yes No
 - Will be both sold and furnished at the event. (e.g.: providing wine & beer for free, but also having a cash bar)
If sold and furnished, who holds the liquor license or permit?
 Insured Caterer or vendor Facility Sponsor

Total attendance at event (average daily attendance x the # of event days): _____

Premium: \$ _____

Premiums are 100% fully earned and non-refundable once coverage begins.

This brochure is for illustrative purposes only and is not a contract of insurance. You must refer to the actual policy for complete information regarding coverage terms, conditions and exclusions as they may change from one coverage term to the next. You may request a copy of the full policy by submitting a written request to K&K.

READ AND SIGN


I understand that the insurance company, in determining whether to provide insurance coverage, will rely on the information contained in this form and all other information being submitted. I hereby warrant, represent and confirm that, to the best of my knowledge, all information provided is complete, true and accurate.

K&K Insurance Group, Inc. as managing general underwriter for the insurance company, receives compensation from the insurance company in consideration for its performance of insurance services that include, but are not limited to: underwriting, policy/certificate issuance, administration and claims handling. The insurance company compensates K&K based on a predetermined calculation of thirty three percent of the total premium.

I understand that, subject to applicable laws, K&K Insurance Group, Inc. will invest the premium and, in accordance with the permission of the insurer, will receive any interest or other income that the premium generates prior to remittance to the insurer.

I am aware that the insurance company expects accurate reporting for my premium calculation. I understand that my books and records may be examined or audited by the insurance company at any time during the coverage period and up to three years thereafter. Intentional misrepresentation or misreporting may jeopardize coverage.

I further acknowledge that I have reviewed all information provided with this enrollment form and understand the exclusions that apply, as well as the activities and operations for which coverage is not provided.

Applicant signature: 

_____ Date: _____

Printed name: _____ Title: _____

Named insured (from page 3): _____

The following exclusions are contained in the commercial general liability coverage provided by this program. Abuse, molestation, harassment or sexual conduct; Aircraft/hot air balloon; Amusement devices (the ownership, operation, maintenance or use of: any mechanical or non-mechanical ride, slide, water slide, any inflatable recreation device, any bungee operation or equipment, any vertical device or equipment used for climbing- either permanently affixed or temporarily erected, or dunk tank. Amusement device does not include any video arcade or computer games or structures that are designed to bounce on, slide on, ride on, or tunnel through); Animals (injury or death to any animal, or injury, death or property damage caused by an animal owned, rented or hired); Asbestos; Commercial general liability standard exclusions (CG0001 12/04 edition); E-commerce consulting; Employment-related practices; Events held at multiple locations; Fireworks; Fungi or bacteria; Lead; Nuclear energy liability; Operations of concessionaires, exhibitors, and/or vendors at your event; Performers; Room and board liability; Saddle animals; Serving, furnishing or sales of alcoholic beverages by the named insured if they are required to hold a liquor license or permit; Snowmobile; Those operations listed as ineligible: Activist rallies, marches or literature distribution; Athletic events and competitions; Cinematography and photography for commercial use; Concerts (rock, rap, or hip-hop) – unless prior reported and approved by company; Events providing overnight room accommodations or camping as a part of the event; Events held on an airport premises; Gun and/or knife shows; Haunted attractions; Health fairs or shows; Historical battle reenactments; In or on water activities; Mazes (corn, hay or fence); Motorized vehicle, motorcycle or watercraft/powerboat practicing for, qualifying for, or testing for any racing speed, demolition or stunting activity; Overnight retreats; Parades; Rodeos (any rodeo activity, including, but not limited to, bronco or bull riding, steer roping, team roping, barrel racing or horseback riding).



TENANT USER Liability Insurance Program



K&K Insurance • 1712 Maghavox Way • Fort Wayne, IN 46804 • (800) 553-8368 • Fax (260) 459-5624
www.kandkinsurance.com • CA #0034819

Program Description

This insurance program is designed for the owners of premises/facilities that are rented or leased to tenants who organize short term special events that meet the following criteria:

- Total event attendance is 12,000 or less.
- Maximum number of consecutive event days (not including set-up or tear down) is 10. Event days are to be consecutive.
- Event is held at a single location.
- Event is held at an owned/registered location in the United States.

List of Eligible Events

This list does not encompass all events that may be included in each category. This is only a summary. If you conduct events not listed below, please contact K&K Insurance Group, Inc. at (800) 553-8368.

- Auctions
- Award Presentations
- Banquets/Luncheons
- Bar Mitzvah/Bat Mitzvah
- Bazaars
- Bingo Games
- Car Shows - Auto Static Only
- Charity Auctions/Benefits/Dances/Sales
- Concerts (Call for approval. No rock, rap or hip-hop)
- Conventions
- Debuts
- Debutante Balls
- Festivals (art, craft, ethnic, harvest)
- Flea Markets
- Graduations
- Job Fairs
- Lectures
- Meetings (business, civic club, evangelistic)
- Pageants
- Phone-A-Thons
- Picnics (no pool or lake activities)
- Poetry Readings
- Political Campaign Rallies
- Proms
- Quinceañera
- Recitals
- Religious Assemblies
- Reunions (family, class)
- Rummage Sales
- School Band/Drill Team Competitions
- School Carnivals (no rides)
- Scouting Jamborees
- Seminars
- Shows (animal/horse/livestock judging, antique, art, auto-static display, boat, business, consumer, craft, fashion, flower, garden, home, rv, trade, vacation)
- Social Gatherings/Receptions
- Speaking Engagements
- Stage Shows (dance, music, theatrical)
- Swap Meets
- Theatrical Performances/Musicals
- Weddings & Receptions

Ineligible Events

Certain event types are **not eligible** for coverage by this program. K&K reserves the right to decline any request for coverage. The ineligible event types include, but are not limited to the following:

- Activist Rallies/Marches/Literature Distribution
- Athletic Events & Competitions
- Historical Battle Reenactments
- In-or-On Water Activities
- Health Fairs
- Gun and Knife Shows
- Cinematography and Photography for Commercial Use
- Parades
- Rodeos (activities including, but not limited to, bull or bronco riding, steer roping, team roping, or barrel racing)
- Overnight Retreat
- Events requiring Liquor Liability Coverage (host liquor is included)

Coverage for ineligible events or excluded coverage(s) may be considered with separate application. Contact K&K Insurance to obtain additional information regarding a tailor-made policy for your insurance needs.

Liability Coverage and Limits

Commercial General Liability coverage protects the insured against any liability claims for bodily injury and property damage arising out of the premises, operations, products and completed operations; and advertising and personal injury liability. There is no deductible that applies to liability claims.

<u>Coverage</u>	<u>Option I</u>	<u>Option II Limit</u>
General Aggregate	\$ 2,000,000	\$ 2,000,000
Products-Completed Operations Aggregate	\$ 1,000,000	\$ 2,000,000
Each Occurrence	\$ 1,000,000	\$ 2,000,000
Personal & Advertising Injury	\$ 1,000,000	\$ 2,000,000
Medical Expense	\$ 5,000	\$ 5,000
Damage to Premises Rented to You	\$ 300,000	\$ 300,000

Notable Exclusions

- Abuse or Molestation
- Aircraft/Hot Air Balloon
- Airport
- Amusement Devices, including but not limited to, any mechanical or non-mechanical ride, slide, water slide, pony rides, moonwalk or moon bounce, bungee (does not include video arcade or computer game)
- Animals (injury or death to any animal)
- Asbestos
- Claims arising out of the operations of concessionaires, exhibitors and vendors at your event.
- Employment-Related Practices
- Fireworks
- Designated Operations exclusion- those events listed as ineligible.
- Fungi or Bacteria
- Lead
- Motorized Vehicle/Motorcycle/Watercraft/ Powerboat practicing for, qualifying for or testing for any racing speed, demolition or stunting activity
- Nuclear Energy
- Performers
- Rodeo Activity

Liability Coverage for concessionaires, exhibitors and vendors is available through the Concessionaires/Exhibitors and Vendors Program at K&K Insurance Group. Call 1-800-328-2317 for more information or go to our web site at www.kandkinsurance.com

Carrier

Coverage is provided by a carrier rated A+ (superior) by AM Best.



1712 Magnavox Way
P.O. Box 2338
Fort Wayne, IN 46801-2338
(800) 553-8368 Fax: (260) 459-5624
CA#0334819
www.kandkinsurance.com

Tenant User Liability Insurance Program Enrollment Form

This form must be completed, signed and returned with your payment. The submission of this enrollment form does not guarantee coverage. Completion of this enrollment form confirms your desire to obtain insurance through the Sports, Leisure and Entertainment Risk Purchasing Group. Certain operations are not eligible for coverage by this program. K&K reserves the right to decline any request for coverage.

Tenant/User: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Contact Name: _____
Phone: _____ Web Site: _____
Name of Event: _____
Dates of Event including set up and/or tear down days: ____/____/____ to ____/____/____ Hours of Event: _____
mm dd yy mm dd yy
Number of Actual Event Days: _____ Total Event Attendance: _____
Event Type: _____
Event Location: _____

1. Are overnight accommodations or camping facilities for the event attendees provided, or contracted for, by the event organizer? No Yes, provide a copy of the contract.
2. Is this event in conjunction with, or a part of, a larger event conducted by the Named Insured? No Yes
Describe applicant's role and responsibility for the larger event: _____
3. Will this event feature any of the following:
 - a. Rides, Mechanical Devices, Inflatables? No Yes, provide Certificate of Insurance from operator naming you as an additional insured.
 - b. Petting Zoos or Animals? No Yes, provide Certificate of Insurance from operator naming you as an additional insured.
 - c. Fireworks/Pyrotechnics? No Yes, provide Certificate of Insurance from operator naming you as an additional insured.
4. Will there be an admission charged for this event? No Yes, ticket price \$ _____
5. Will alcoholic beverages be served? No Yes
6. Will alcoholic beverages be sold? No Yes Who holds the liquor license/permit? _____
7. Is the event being held annually? No Yes
8. Does the event have vendors or exhibitors? No Yes If yes, please be advised that coverage is not provided for the claims arising out of the operations of concessionaire, exhibitors and vendors at your event. Liability coverage for concessionaires, exhibitors and vendors is available through the Concessionaires/Exhibitors and Vendors Program at K&K Insurance Group. Call 1-800-328-2317 for more information or go to our web site at www.kandkinsurance.com
9. Who provides security for the event?
 City County State Private Agency Employees
10. Provide a schedule of events/activities or a brochure for this event. This information must accompany the enrollment form in order for enrollment to be considered for insurance.

11. Are there musical/entertainment performers? No Yes, If yes, please list below.

Performer/Entertainer Name	Type of Music/Program

Additional Insureds

Eligible Additional Insureds: Owners and/or Lessors of Premises, Sponsors or Co-Promoters. List the name and mailing address of any entity requiring a Certificate of Insurance evidencing them as an additional insured, and indicate their relationship to you. Please verify additional insured language as specified in the contract wording prior to submitting enrollment form for approval. Providing a copy of the insurance section of your contract will help us complete Certificates of Insurance quickly and accurately.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____

Fax: _____ Email: _____

Relationship: Owner/Lessor of premises Sponsor Co-promoter

Notes:

1. Premiums are 100% fully earned at inception and nonrefundable
2. Premium and enrollment form must be received in our office prior to the requested effective dates.
3. Event cancellations must be reported to K&K Insurance Group in writing on or before the event start date to be eligible for a premium refund.
4. Event date changes must be reported to K&K Insurance Group in writing on or before the original event start date. A premium refund may be requested if the event cannot be rescheduled within 60 days.
5. Any exposure changes that deviate from the original enrollment form must be reported to K&K Insurance Group in writing on or before the event start date. Upon review of the exposure changes, K&K Insurance Group will determine if coverage can still be afforded or declined and the premium refunded.

PLEASE READ AND SIGN

WARRANTY & DISCLOSURE STATEMENT

I understand that the insurance company, in determining whether to provide insurance coverage, will rely on the information contained in this form and all other information being submitted. I hereby warrant, represent and confirm that, to the best of my knowledge, all information provided is complete, true and correct.

K&K Insurance Group, as managing general underwriter for the insurance company, receives compensation from the insurance company in consideration for its performance of insurance services that include, but are not limited to; underwriting, policy/certificate issuance, administration and claims handling. The insurance company compensates K&K, based on a predetermined calculation of thirty two percent of the total premium.

I understand that, subject to applicable laws, K&K Insurance Group will invest the premium and, in accordance with the permission of the insurer, will receive any interest or other income that the premium generates prior to remittance to the insurer.

I am aware that the insurance company expects accurate reporting for my premium calculation, and should my figures exceed my estimates during the coverage term I will make arrangements to pay the additional premium. I understand that my book and records may be examined or audited by the insurance company at any time during the coverage period and up to three years thereafter. Intentional misrepresentation or misreporting may jeopardize coverage.

I further acknowledge that, I have reviewed all information provided with this enrollment form and understand the exclusions which apply, as well as the activities and operations for which coverage is not provided.

Tenant User Signature: _____ Printed Name: _____

Title: _____ Date: _____

CITY OF IRVING ARTS CENTER FACILITIES USE AGREEMENT (Event #3497)

WITNESSETH: That the City of Irving for the Irving Arts Center ("IAC") hereby grants permission to: Irving Community Theater ("User") to use and occupy the IRVING ARTS CENTER rooms listed below and located at the Irving Arts Center, 3333 N. MacArthur Blvd., Irving, Texas ("Facility") for the following and no other purpose than the terms set forth in this agreement between the parties hereto, to wit: Don't Dress for Dinner *No other purpose: Facilities may not be used for any other purpose than what is stated in this contract.

1.DAMAGE/CONFIRMATION DEPOSIT: The USER has paid to the IAC the sum of \$0.00 as a damage deposit as set forth in the Irving Arts Center Operational Policies. Such damage deposit will be used to pay for any damage claim or balance due and will be returned after all balances are paid and the Technical Theater Coordinator approves the condition of facilities after USER's event.

2.TERM: Times listed will be the times that the doors are opened and closed. Any changes made must be through the Authorized Agent and the IAC Assistant Director for Operations & External Programs. All changes must be made at least 48 hours in advance and noted on contract. Additional fees, as outlined in the Irving Arts Center Operational Policies (which is incorporated by reference as though fully set out herein for all purposes,) will apply when the facility is opened before or remains open after the times listed. Should the facility be opened or remain open beyond listed times through no fault of the USER no additional fees will be assessed. The period or periods of time said facility shall be available to USER are as follows:

Room Name	Date	Day Of Week	Start Time	End Time	Event Start	Event End	Room Charge
DUPREE THEATRE	10/25/2009	SUN	1:00 PM	9:00 PM	1:00 PM	9:00 PM	\$0.00
DUPREE THEATRE	10/26/2009	MON	7:00 PM	11:00 PM	7:00 PM	11:00 PM	\$0.00
DUPREE THEATRE	10/27/2009	TUE	7:00 PM	11:00 PM	7:00 PM	11:00 PM	\$0.00
DUPREE THEATRE	10/28/2009	WED	7:00 PM	11:00 PM	7:00 PM	11:00 PM	\$0.00
DUPREE THEATRE	10/29/2009	THU	7:00 PM	11:00 PM	7:00 PM	11:00 PM	\$0.00
DUPREE THEATRE	10/30/2009	FRI	7:00 PM	11:00 PM	7:00 PM	11:00 PM	\$48.40
DUPREE THEATRE	11/2/2009	MON	7:00 PM	11:00 PM	7:00 PM	11:00 PM	\$48.40
DUPREE THEATRE	11/3/2009	TUE	7:00 PM	11:00 PM	7:00 PM	11:00 PM	\$48.40
DUPREE THEATRE	11/4/2009	WED	7:00 PM	11:00 PM	7:00 PM	11:00 PM	\$48.40
DUPREE THEATRE	11/5/2009	THU	7:00 PM	11:00 PM	7:00 PM	11:00 PM	\$48.40
DUPREE THEATRE	10/31/2009	SAT	10:00 AM	6:00 PM	10:00 AM	6:00 PM	\$242.00
DUPREE THEATRE	11/1/2009	SUN	2:00 PM	10:00 PM	2:00 PM	10:00 PM	\$242.00
DUPREE COMBO	11/6/2009	FRI	7:00 PM	11:00 PM	8:00 PM	10:00 PM	\$121.00
DUPREE COMBO	11/7/2009	SAT	7:00 PM	11:00 PM	8:00 PM	10:00 PM	\$121.00
DUPREE COMBO	11/13/2009	FRI	7:00 PM	11:00 PM	8:00 PM	10:00 PM	\$121.00
DUPREE COMBO	11/14/2009	SAT	7:00 PM	11:00 PM	8:00 PM	10:00 PM	\$121.00
DUPREE COMBO	11/19/2009	THU	7:00 PM	11:00 PM	8:00 PM	10:00 PM	\$121.00
DUPREE COMBO	11/20/2009	FRI	7:00 PM	11:00 PM	8:00 PM	10:00 PM	\$121.00
DUPREE COMBO	11/21/2009	SAT	7:00 PM	11:00 PM	8:00 PM	10:00 PM	\$121.00
DUPREE COMBO	11/8/2009	SUN	1:00 PM	5:00 PM	2:30 PM	4:30 PM	\$121.00
DUPREE COMBO	11/15/2009	SUN	1:00 PM	5:00 PM	2:30 PM	4:30 PM	\$121.00
DUPREE THEATRE	11/21/2009	SAT	11:00 PM	3:00 AM	11:00 PM	3:00 AM	\$121.00
DUPREE THEATRE	11/6/2009	FRI	11:00 AM	3:00 PM	12:30 PM	2:30 PM	\$0.00
SCENE SHOP	9/28/2009	MON	6:00 PM	10:00 PM	6:00 PM	10:00 PM	

Rooms Total	Insurance Total	Equipment Total	Labor Total	Deposit Total	Contract Total
\$1,936.00		\$55.00	\$1,130.50	\$0.00	\$3,121.50

3.USER FEE: The USER shall pay to the IAC the total amount due per the rates set forth in the Irving Arts Center Operational Policies. The balance is due on the following date: 9/13/2009
The USER hereby states that he/she has read and understands all terms and conditions of this Use Agreement and the Irving Arts Center Operational Policies, and hereby agrees to perform and abide by said terms and conditions.

4.USER'S Agent must initial items below:
 _____ CANCELLATION/CHANGE POLICY - Regardless of client category, dates may only be held and cancelled or changed without penalty for ten (10) working days from the reservation date:
 Cancellations (12) months or more prior to event - \$100 fee
 Cancellations within (6) to (12) months of event - \$250 fee
 Cancellations within 91 days to (6) months of event - \$500 fee
 Cancellations within 90 days of event - \$1,000 fee

CITY OF IRVING ARTS CENTER FACILITIES USE AGREEMENT (Event #3497)

If a client cancels or changes a date or contract and the deposit being held is less than the fee owed, the USER will have to pay any balance owed before accessing the Facility or reserving dates in the future.

_____ POLICIES AND PROCEDURES - The USER shall comply with the Irving Arts Center Operational Policies and the Irving Arts Center Facility Procedure Manual and the same are hereby incorporated into this agreement by reference. USER hereby acknowledges receipt of a copy of the Irving Arts Center Operational Policies. (Available to download at www.irvingartscenter.com <<http://www.irvingartscenter.com>> under Facility Rental) Failure to do so may affect USER's current and future rental of Facility, including cessation of the Event until such violation is remedied.

All Use Agreements must be signed and returned to the Irving Arts Center within ten working days of receipt by USER. Failure to return the contract may result in cancellation of the event per Assistant Director for Operations and External Programs.

_____ All ticketed/invitation events are required to use IAC Box Office. Please contact Box Office Supervisor, for additional information, 972-252-7558 x1247.

5. QUIET ENJOYMENT - Subject to the terms and conditions of this agreement, USER shall have the quiet enjoyment of the Rooms in the Facility set forth in this agreement for the purpose and at the time or times aforesaid. USER's rental of Rooms entitles it to quiet enjoyment of the Rooms set forth in this Agreement with the understanding that other persons may be using other rooms and common space in Facility at the same time as USER is using the Rooms covered by this Agreement.

6. POLICIES AND PROCEDURES - The USER shall comply with the Irving Arts Center Operational Policies and the Irving Arts Center Procedural Manual (referred to collectively as "IAC Policies") and the same are hereby incorporated into this agreement by reference. USER hereby acknowledges receipt of a copy of the IAC Policies. (Available to download at www.irvingartscenter.com <<http://www.irvingartscenter.com>> under Facility Rental)

7. SECURITY - The IAC reserves to itself the absolute right to provide security personnel in numbers deemed by it to be necessary to the public good, and to make charges to USER therefore per IAC's cost of same. Projected security costs must be paid when contract payment is due.

8. COMMISSIONS - Sales of works of art or artistic items are the responsibility of the USER and are subject to state tax at the applicable rate. Individuals or organizations engaging in sales of items from the IAC galleries are required to report all sales and submit proper tax amounts to the state comptroller for the total amount of sales. USER shall pay to IAC an amount equal to 20% commission on the total sale price of art works from an IAC exhibition or merchandise sold in conjunction with a performance (food and beverage items excluded) immediately following exhibition or performance.

9. EJECTION FROM CENTER - IAC reserves the right to eject or cause to be ejected from the Facility any person or persons violating the law, violating IAC Policies or causing a disturbance that could result in a breach of peace or damage to Facility, and the IAC, including its officers, agents or employees shall not be liable to USER for any damages that may be sustained by USER through the exercise by IAC of such rights and USER releases the City of Irving ("City"), IAC, the IAC Board, or any of its officers, agents or employees from liability for such action.

10. CUSTODY OF PROPERTY OF USER - In the receipt, handling, care or custody of property of any kind shipped or otherwise delivered to the Facility, either prior to, during or subsequent to the use of the Facility, by USER hereunder, the IAC, including its officers, agents or employees shall act solely for the accommodations of the USER, and the IAC, including its officers, agents or employees shall not be liable for any loss, damage, or injury to such property.

11. CUSTODY OF USER'S FUNDS - In the handling, control, custody and keeping of funds, whether the same are received through the box office or otherwise, IAC is acting for the accommodation of the USER, and for such funds IAC shall not be liable to the USER or any other person for any loss, theft, or defalcation, thereof, whether such loss, theft or defalcation is caused or done by employees of IAC or otherwise..

12. PROPERTY TAKEN "AS IS" - USER agrees to take the Facility "as is" and in the condition that the USER finds it. In this regard, the IAC is expressly not making any warranty whatsoever concerning the suitability of the Rooms in the Facility or the Facility for the purpose for which it is being utilized by USER. Further, the USER is assuming responsibility for any claims arising out of purported defects, whether patent or latent, in the portion of the Facility subject to this Agreement. Any

CITY OF IRVING ARTS CENTER FACILITIES USE AGREEMENT (Event #3497)

adjustments of stage equipment, not covered by this Agreement, will be at the sole discretion and under the supervision of the IAC Technical Theatre Coordinator and subject to charge to the USER. USER shall return all such equipment back to the condition and location in which it was found under the supervision of the IAC Technical Director.

13. STANDARDS FOR ATTENDANTS - The attendants employed by USER shall be neatly clad and shall be clean, orderly and polite in their speech and conduct, and USER shall replace any of the said attendants who do not meet with the approval of the Assistant Director for Operations & External Programs designee immediately upon notice by him/her.

14. DAMAGE OF IAC PROPERTY - It is agreed that the USER will not do or permit to be done any injury or damage to artwork, Facility, or equipment provided by the Center, but in the event that any damage is done, USER hereby covenants and agrees to reimburse IAC for damage or injury determined to have occurred during the USER's period of use, whether through the action of the USER, a participant, or a patron.

15. PRICE OF TICKETS - USER is required to use the IAC Box Office for all admission sales if admission is collected, or a ticket, pass, paid reservation or fee is required to attend an event. USER must sell all admissions at the prices advertised, and no price deviation will be allowed unless approved by the Box Office Coordinator.

16. CANCELLATION OF PERFORMANCE - USER must open the doors of this attraction as advertised unless the parties agree that necessity indicates otherwise.

17. REMOVAL OF USER'S PROPERTY AFTER PERFORMANCE - The USER shall remove from the Facility all property, goods and effects belonging to the USER or caused by the USER to be brought upon said Rooms or Facility as provided in the Use Agreement. If any such property is not removed, the IAC shall have the right to sell the same in a manner as prescribed by the City of Irving excess property disposal process. Upon the expiration of the last day covered by the Use Agreement, the USER automatically forfeits all claims to either the property or proceeds thereof. The Assistant Director for Operations and External Programs also has the right to dispose of, store or arrange for such property to be stored, for which the USER will pay a reasonable fee and all expenses occurred therefore.

18. INSURANCE - USER agrees to furnish a comprehensive liability policy, including public liability and property damage covering Rooms, operation or production therein, and all operations that USER is conducting in Facility for the time frame beginning with the move-in date and ending on the last date of the move-out period, in amounts as stipulated below:

Each Occurrence Limit \$1,000,000

Damage to Rented Rooms \$50,000

Products-Completed Operations Aggregate \$1,000,000

Personal & Advertising Injury Limit \$1,000,000

The City of Irving and the Irving Arts Center shall be named additional insured on the insurance policy. Certified copies of the policy or certificate evidencing the existence of coverage or a binder written by a company acceptable to the IAC shall be delivered to the Arts Center Administrative Offices prior to move in. All artwork exhibited in the IAC Gallery spaces is to be adequately insured by the owner for the full replacement cost of the objects and proof of insurance by a Certificate of Insurance or photocopy of current insurance policy shall be on file with the USER. Upon request, IAC can provide USER with information on purchasing liability insurance from a company used by other USERS.

19. INDEMNIFICATIONS - USER understands that all work done by USER, its officers, agents, employees, invitees, volunteers, or other persons at the IAC Facility is done at User's own risk. USER shall and hereby does agree to indemnify and hold harmless the City and the IAC, including any of its officers, agents or employees from any and all damages, loss or liability of any kind, whatsoever, by reason of injury to property or persons occasioned by any error, omission or act of USER, its officers, agents, employees, invitees, volunteers, or other persons for whom it is legally liable, with regard to the performance of this agreement, and USER will at its cost and expense defend and protect the City and the IAC, including any of its officers, agents or employees against any and all such claims and demands. USER further agrees to indemnify the City and the IAC, including any of its officers, agents or employees for any and all injury and/or damage to its staff and/or Facility by USER, its officers, employees, invitees, patrons, visitors, volunteers, or any other person injuring or

CITY OF IRVING ARTS CENTER FACILITIES USE AGREEMENT (Event #3497)

damaging the IAC's staff or Facility as a consequence of USER's use of the Facility. Further, USER hereby indemnifies and agrees to protect, hold and save the City and the IAC, including any of its officers, agents or employees harmless from and against all claims, and all costs, expenses, reasonable attorney fees, claims, suits, losses or liability for injuries to property, injuries to persons (including USER, its officers, employees, invitees, patrons, visitors, or volunteers), including death, and from any other costs, expenses, reasonable attorney fees, claims, suits, losses or liabilities of any and every nature whatsoever arising in any manner, directly or indirectly, out of or in connection with or in the course of or incidental to, any of USER's work or operations hereunder or in connection herewith, regardless of cause or of the sole, joint, comparative or concurrent negligence or gross negligence of the City and the IAC, including any of its officers, agents or employees.

20. ASSIGNMENTS PROHIBITED - It is further agreed by the USER that USER shall not assign this agreement nor suffer any use of the Rooms other than herein specified, nor sublet the Rooms or any part thereof.

21. FLAMMABLE MATERIALS AND WEAPONS PROHIBITED - No flammable materials, firearms, or weapons will be permitted to be used in the Center unless Operations Manager or his/her designee has approved same.

22. DISTRIBUTION OF ADVERTISING MATERIALS - USER shall not distribute, circulate, post, or permit to be distributed, circulated, or posted, any advertising matter or programs at the entrance to, or in or about any part of, the Center except such advertising or programs as may pertain to the immediate attraction at the Center which are approved by the Assistant Director for Operations & External Programs and such advertising shall be distributed, circulated, or posted in only such locations as approved by the Assistant Director for Operations & External Programs.

23. OBSCENE CONTENT PROHIBITED - Performances, activities and exhibitions with content deemed obscene or otherwise illegal are prohibited.

24. NO EXCESS OF SEATING - USER shall not sell or distribute or permit to be sold or distributed, tickets or passes in excess of the seating capacity of the Facility, City Ordinance #5554, Fire Code Section 25.114(a) - Room Capacity CPH - 710, DT - 257. and others per capacity chart

25. UNLOADING OF USER'S PROPERTY - All articles, exhibits, fixtures, materials, displays, etc., shall be brought into or out of the Center only at such entrances as may be designated by the Assistant Director for Operations & External Programs or his/her designee.

26. INSPECTIONS - The agents and representatives of IAC shall have the right to make inspections of the Rooms at any time for the purpose of securing compliance with the terms and conditions of this agreement. The USER is required to make any and all inspections it deems necessary to discover any defects, whether patent or latent, in the Facility and to ensure that the Facility can be safely used for its intended purposes. Further, the USER warrants that it will notify designated IAC staff if it observes any condition on the Facility that it deems unsafe so that IAC staff can perform any maintenance work necessary to correct the same.

27. FACILITY PROVIDED - In addition to the stage and public seating at the Facility granted to USER by this Agreement, the USER may use such other Facility at the Center, including the catwalk, sound board, and other related facilities, which the Assistant Director for Operations & External Programs or his/her designee shall approve and subject to the IAC Safety Orientation and the Client Labor Checklist.

28. FORCE MAJEURE - Neither of the parties to this agreement shall be deemed in violation of the Agreement if it is prevented from performing any of the obligations hereunder by reason of strikes, boycotts, labor disputes, acts of God, acts of a public enemy, acts of superior governmental authority, riots, rebellion, sabotage, or any other circumstances for which it is not responsible or which is not in its control.

29. TERMINATION - IAC reserves the right to terminate this Agreement immediately upon giving notice to USER.

CITY OF IRVING ARTS CENTER FACILITIES USE AGREEMENT (Event #3497)

30. **ALCOHOLIC BEVERAGE POLICY** - The serving of alcoholic beverages is governed by the Alcoholic Beverage Policy set forth by the City of Irving. Service is limited to beer, wine and champagne. Permission must be requested in writing to serve all alcoholic beverages using the Event Information Sheet and USER must provide a Texas Alcoholic Beverage Commission certified server to serve wine, beer and champagne under all circumstances. Alcoholic beverages may not be sold by the USER at the Center. Failure to comply with this policy will result in ejection from the center. In the case of ejection, the USER forfeits its deposit.

31. **Safety** - It is the responsibility of the USER to familiarize himself, his agents, employees, and volunteers with the safety procedures and regulations governing all parts of the Facility used by the USER as contained in the IAC Policies which may be revised at any time without notice by the Board. The current IAC Policies are available at www.irvingartscenter.com <<http://www.irvingartscenter.com>> under Facility Rental. If requested by USER, Assistant Director for Operations & External Programs or his/her designee will meet as often as necessary to provide proper safety instruction. USER acknowledges complete understanding of everything outlined in the IAC Safety Orientation and the Client Labor Checklist and will take responsibility in conveying this information, in a timely manner, to any employees, volunteers or visitors of your organization that will be in or around the stage, backstage, catwalks, sound booths, dock or scene shop areas.

32. **Compliance with law** - USER shall comply with all applicable federal, state, and local laws, including the Code of Ordinances of the City of Irving and all policies, procedures and rules of the Irving Arts Center and all fire, health, safety and building codes.

33. **VENUE AND CHOICE OF LAW** - This Agreement shall be interpreted and the rights determined according to the laws of the State of Texas. Venue for any lawsuit resulting from this contract is in a court of competent jurisdiction in Dallas County, Texas.

34. **SEVERABILITY** - In the event any provision of this Agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.

35. **REMEDIES** - No right or remedy granted herein or reserved to IAC is exclusive of any other right or remedy provided or permitted by law or equity; but each shall be cumulative or every other right or remedy given hereunder. Nothing contained in this Agreement is intended to, and does not, waive any immunity afforded to the City of Irving and Irving Arts Center under federal or state law.

36. **WAIVERS** - No waiver by IAC of any default or breach of any term, condition or covenant of this agreement by USER shall be deemed to be a waiver of any subsequent default or breach of any other term, condition or covenant contained herein.

37. **NOTICES** - Any notice or document required or permitted to be delivered hereunder to the USER shall be deemed to be delivered whether actually received or not when deposited in the United States mail, postage prepaid, certified mail, return receipt requested, addressed to the USER hereto at the respective addresses on the contract, or at such other addresses as USER may hereinafter specify by written notice delivered in accordance herewith.

38. **FORFEIT OF DEPOSIT** - In the event USER cancels its performance under this agreement or otherwise defaults, or IAC terminates this agreement as provided by above, said USER shall forfeit all monies paid to IAC as liquidated damages and not by way of penalty.

39. **TIME OF ESSENCE** - Time, especially time of payment of monies due from the USER, shall be of the essence of this agreement.

40. **PLACE OF PERFORMANCE** - This permit constitutes a contract made and entered into and to be performed in Irving, Dallas County, Texas.

41. **ENTIRE AGREEMENT** - This agreement constitutes the entire agreement and understanding of the parties may only be changed by a written amendment executed by the parties.

Executed in duplicate, original at Irving, Dallas County, Texas.

Date: 2/4/2009 USER Organization: Irving Community Theater

CITY OF IRVING ARTS CENTER FACILITIES USE AGREEMENT (Event #3497)

Agent Signature: _____ Agent Name: Jill Stephens
Authorized Representative for User

Address: 3333 N. MacArthur Blvd. #300 , Irving, TX 75062
Phone: 972-432-0074 Fax: Email: jillrobstephens@sbcglobal.net

Event Notes:

1/28/2009, 4:36 PM (AGTREVINO)

AUSER'S Agent must initial items below:

_____ CANCELLATION/CHANGE POLICY - Regardless of client category, dates may only be held and cancelled or changed without penalty for ten working days from the reservation date:

Cancellations (12) months or more prior to event - \$100 fee

Cancellations within (6) to (12) months of event - \$250 fee

Cancellations within 91 days to (6) months of event - \$500 fee

Cancellations within 90 days of event - \$1,000 fee

If a client cancels or changes a date or contract and the deposit being held is less than the fee owed, the USER will have to pay any balance owed before accessing the facility or reserving dates in the future.

_____ POLICIES AND PROCEDURES - The USER shall comply with the Irving Arts Center Building Utilization Policy and same is hereby incorporated into this agreement by reference. USER hereby acknowledges receipt of a copy of the IAC Building Utilization Policies. (Available to download at www.irvingartscenter.com <<http://www.irvingartscenter.com>> under Facilities Rental).

All Use Agreements must be signed and returned to the Irving Arts Center within ten working days of receipt. Failure to return the contract may result in cancellation of the event per Facilities Manager.

All ticketed/invitation events are required to use IAC Box Office at the rate of \$1.00 per ticket. Please contact Andy Pate, Box Office Supervisor, for additional information, 972-252-7558 x1247.

Note: Theatre Event Information remains to be submitted and approved by the IAC Technical Theatre Director.

Adalia Trevino
Booking Coordinator

Volunteer Opportunities

The Irving Arts Center is home to more than 300 theatrical performances and 20 rotating exhibitions annually! The Irving Arts Center also hosts three annual events geared toward fun and family: Art Adventure Fest (March/April), KidsArts summer camps, and our Holiday Open House (December). Additionally, we have events throughout the year, such as: Saturday School (an art program for children in six week sessions), Family Fundays (4-8 per year). With the busy, ever-changing schedule of programs at the Irving Arts Center, we are always in need of volunteers like you!

KidsArts Programs

- Help prepare snacks
- Assist interns with clean up, etc.

Holiday Open House

- Inflate and hand out balloons
- Face-paint
- Usher
- Assist patrons
- Assist art instructors with projects
- Help with set up and clean up, etc

Art Adventure Fest

- Inflate and hand out balloons
- Face-paint
- Assist patrons
- Assist art instructors with projects
- Help with set up and clean up, etc



Saturday School

- Assist art instructors with projects
- Help with set up and clean up, etc

Family Fundays

- Assist staff and/or art instructors with projects
- Help with set up and clean up, etc.

Curatorial Interns

- College-level visual arts students to provide assistance with exhibit installation, research duties, etc.

In addition to volunteer opportunities at the Irving Arts Center, we can give the information to one or more of our twelve Founding Arts Organizations

For more information, please contact our volunteer coordinator, Marcie Inman, at 972.252.7558, ext. 1225 or via email at minman@cityofirving.org



VOLUNTEER APPLICATION

The information obtained in this form is for the internal use of the Irving Arts Center only.

Name _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Work Phone _____

Date of Birth _____ U.S. Citizen? Yes No

Drivers License # _____

Employer or Name of School _____

Education (circle highest level completed)

4 5 6 7 8 9 10 11 12 College: 1 2 3 4

1. **Type of Volunteer work desired? (Circle all that apply)**
Clerical, Special Events, Youth/Summer Camp, Galleries/Visual Arts, Theater/Usher,
Holiday Open House, Other

2. **Please list any special skills, training, or certifications:**

3. **What days and hours are you available?** _____

4. **Please give three personal references (no relatives)**

Name _____
Address, Phone Number _____

Name _____
Address, Phone Number _____

Name _____
Address, Phone Number _____

5. Emergency Contact

Name _____

Address, Phone Number _____

6. **Is this required community service?** Yes No
If "Yes", how many hours are you required to perform? _____
Describe the offense _____

7. **Have you ever been convicted of a criminal offense?** Yes No
If "Yes", please explain _____

8. **Has your drivers' license ever been suspended or revoked?** Yes No

9. **Are you doing volunteer work for school credit/internship?** Yes No

I UNDERSTAND THAT THE INFORMATION I HAVE PROVIDED MAY BE VERIFIED BY CONTACTING PERSONS OR ORGANIZATIONS NAMED IN THIS APPLICATION, OR BY CONTACTING ANY PERSON OR ORGANIZATION THAT MAY HAVE INFORMATION CONCERNING ME. I HEREBY RELEASE AND AGREE TO HOLD HARMLESS FROM LIABILITY ANY PERSON OR ORGANIZATION THAT PROVIDES INFORMATION. I ALSO AGREE TO HOLD HARMLESS THE CO-SPONSORING ORGANIZATION, CITY OF IRVING, AND THE IRVING ARTS CENTER. I AFFIRM THAT THE INFORMATION I HAVE GIVEN IS TRUE.

Signature Date

FOR DEPARTMENT USE ONLY

Date Application Received _____ Date Interviewed _____

Background and References checked by _____

Date Completed _____

Comments _____

CONSENT FOR CRIMINAL HISTORY BACKGROUND CHECK

I hereby give my permission for the City of Irving to obtain information relating to my criminal history record. The criminal history records may include arrest and conviction data, as well as plea bargains and deferred adjudications. I understand that this information will be used, in part, to determine my eligibility for an employee/volunteer position with this organization. I also understand that as long as I remain an employee, contract worker or volunteer laborer here, the criminal history records check may be repeated at any time.

I, the undersigned, my heirs, executors, and administrators do hereby remise, release and forever discharge and agree to indemnify the City of Irving and each of the Officers, Directors, employees and agents harmless from and against any and all causes of action, suits, liabilities, costs, debts and sums of money, claims and demands whatsoever and any and all related attorney’s fees, court costs and other expenses resulting from the investigation of my background in connection with my application to become a volunteer/staff member.

Last Name: _____ First Name: _____

Maiden Name: _____ Middle Name: _____

Date of Birth: _____ Race: _____

Sex: M F

Texas Driver’s License: _____

Signature Date

Signature of Parent / Guardian if applicant is a minor Date

CITY OF IRVING
VOLUNTEER RELEASE FORM

PLEASE READ CAREFULLY

I voluntarily have chosen to participate or allow my child/dependent to participate in the ("Project"), an event co-sponsored by the City of Irving, Texas (hereinafter the "City") or a City-related activity. I understand that the City of Irving, Texas, is a home rule municipality that sponsors a variety of activities. The Project, which I/my child/dependent seek to participate in and for which I/my child/dependent seek no compensation, involves the risk of injury or death. I agree that by participating in the Project, I am responsible for my/my child/dependent's safety and agree that I knowingly and voluntarily assume the risks involved in such activity.

In consideration of the City permitting me/my child/ my dependent to participate in the Project, I hereby take action for myself, my executors, administrators, heirs, next of kin, successors, and assigns, as follows:

1) I agree to waive, release, hold harmless, and discharge from any and all liability the City, its elected or appointed officials, officers, agents, representatives, employees, and volunteers, from and against any and all claims and damages of every kind whether they be known or unknown or anticipated or unanticipated, for my injury or death and for damage to or loss of property arising out of or attributed to the Project, including but not limited to claims and damages arising in whole or in part from the negligence of the City and its elected or appointed officials, officers, agents, representatives, employees, and volunteers or wrongful death claims pursuant to Section 71.921 of the Texas Civil Practice and Remedies Code;

2) I also agree to defend, indemnify, and hold harmless the City, its elected or appointed officials, officers, agents, representatives, employees, and volunteers, from any and all liability, claims, actions, suits, judgment, damages, and costs arising out of or attributed to my/my child/dependent's participation in the activities described herein, including any injury or death and damage to or loss of property resulting therefrom. This Release shall bind executors, my administrators, heirs, next of kin, successors, assigns, and me;

3) I acknowledge that the City makes no representations or warranties, express or implied, as to the nature and hazards or absence thereof on the Project;

4) I recognize and agree that while participating in the Project that I/my child/dependent will not be an agent, servant or employee of the City and will not be covered by the City's employee benefits, including worker's compensation;

5) I agree to abide by the rules and regulations of the City and the Project while participating in the Project;

6) I give permission for any photographs taken of myself or my child/dependent to be utilized in publications of the City; I do not claim any ownership interest in any photographs taken of myself/my child/dependent and do not wish to approve the finished versions of the photographs prior to use; and

7) I will not consider use of the information provided by me in volunteer forms for this Project or photographs taken of myself/my child/dependent to be an invasion of my/my child/dependent's privacy.

I understand and acknowledge that the City is acting in reliance upon agreements made by me in this Release in order to extend to me/my child/dependent the benefits of participation in the activities described herein and that, were I not willing to abide by the terms of this Release, such opportunity to participate in the activities described herein would not be extended to me/my child/dependent. I further understand and acknowledge that the City is acting in reliance upon representations made by me in this Release, and were I not willing to abide by the terms of this Release, the City's permission to participate in the activities described herein would not be extended to me/my child/dependent.

By signing this release, I state and declare that I have read the Release carefully, that I understand all of its terms, and that I voluntarily execute with full knowledge of its legal consequences.

Parents or Legal Guardians are required to sign for Minors. _____
(Printed Name of Minor)

Signed: _____ Date: _____

(Print Name)

Accepted by: _____ Date: _____

(Print Name)

IAC Wireless Use Procedure

IAC will set up wireless frequencies based on Radio Frequency scans in the facility. The scan will identify and rule out frequencies occupied by local television stations, "war game testing" and Inter-modulation Analysis System software. House frequencies will then be set and registered in the future FCC Geo-Location database to protect them from "White Space Device" use. Once set, only IAC staff will be permitted to make changes to the house equipment.

All client users will be provided a list of house frequencies and must adjust any non-IAC wireless equipment brought in to the facility to avoid house frequencies.

All frequencies used in the facility must have at least a 300kmz separation at all times to prevent interference within the system. This will apply to house and client user systems. Once a client user has loaded equipment into the theatre and frequencies have been coordinated with IAC staff, no changes are to be made by either party. IAC will coordinate with all client users in the case of multiple client occupancy.

IAC will operate on a two-zone system - one being Carpenter Hall and the other Dupree Theater. There is enough signal separation between the rooms to allow this as long as no two transmitters are set at the same frequency. This method eliminates inter-modulation problems with low power devices and other wireless transmitters.

IAC will provide a list of all house frequencies, including available alternate frequencies, to all client users. It is further recommended that any client bringing in wireless provide IAC a list of their wireless equipment models and the number of WL units they intend to use at least 2 weeks prior to load-in date in order to facilitate the frequency coordination.

Frequent users of facility can also provide IAC a list of frequencies they use and IAC will add these to the Geo-Location Database to help protect their frequencies from "White Space Device" use while using the Arts Center facilities.

IAC is only responsible for house owned or rented equipment. Client failure to follow this policy may result in loss of future rental bookings at the Arts Center.



IAC FACILITY PROCEDURE MANUAL

SECTION TWO: TABLE OF CONTENTS

For Internal Use by employees of the Irving Arts Center

C

Cell/Radio Procedure
Client Safety Orientation (see Section One)
Customer Service Expectations

E

Event Participation (by employees while on duty)

F

Front-of-House Event Report (completed by FOH staff following each event)

I

IAC Incident Report Form (used for all incidents and patron injuries)
Independent Contractor TWCC Form (responsibility of IAC hiring supervisor and must be completed along with Letter of Agreement & purchase order prior to job start)
Independent Contractor Letter of Agreement

K

KidsArts Safety Orientation (see Section One)

M

Maintenance Request

P

Patron Injury Procedure (see Section One)

S

Security Officer's Daily Log
Special Event Checklist (COI Risk Management form to be used for IAC sponsored events)

Cell/Radio Procedure

(Contact phone numbers, emergency callout & personal cell use)

This procedure is specific to Irving Arts Center staff and is applicable in addition to the "Mobile/Cellular Telephone" & "On-Call Status" already addressed in the City of Irving Policies & Procedures manual.

Direct Connect radios & cell phones

A number of key personnel at the Arts Center are issued city phones to ensure that they can be contacted in the event of an emergency and during off-duty hours should the need arise. Many departments within the Arts Center have limited personnel; therefore in order to maintain operations it is imperative that these employees are able to be contacted at all times. This is especially important in the event of unplanned sickness, family emergency or other major issue arises either personally or at the Arts Center. It is Arts Center procedure that a city issued cell be kept in close proximity to the person to whom it is issued at all times and checked periodically to ensure that no calls, messages or "alerts" are missed. All missed calls must be returned, without delay, once it is understood that someone from the Arts Center is trying to reach you. The intention of this procedure is not to restrict an employee's activity on their days off. In fact, the employee during their hours off is free to pursue personal activities. The intention is to simply be able to contact the employee in the event of an emergency at the Arts Center or in the event that other operational issues are deemed important and require their input and/or assistance.

Employees that are not issued phones are responsible for maintaining a viable contact number on file with the Arts Center administrative office where calls can be received and messages left. Calls/messages received at the contact number should be handled with the same urgency described in this procedure.

Procedure

Level One: Supervisors, theater operations, maintenance & Security staff that have Direct Connect and/or cell phone phones have been determined by Arts Center Management to be key positions requiring 24/7 access. Persons in these positions must be available at all times and must carry and answer their phones 24/7.

Direct Connect service only - In the event that someone is unreachable by Direct Connect an "alert" should be sent.

Direct Connect & Cell Phone service - If the person you are attempting to contact has a cell phone activated Nextel, an attempt should be made to contact them by cell phone and a message left on voicemail in the event that contact is not made. All employees are then responsible for returning the call within a reasonable amount of time – generally within an hour.

Level Two: All employees that do not have city issued cells or Direct Connect must have a viable telephone number on file with the Arts Center administration so that they may be contacted in the event of an emergency or other operational need. The same return call protocol is required.

Cell phone maintenance

Each employee issued a city cell is responsible for ensuring that their phone is maintained in good working condition and adequately charged at all times. In the event of a malfunctioning cell the employee is to immediately inform their supervisor that a problem exists so that appropriate actions can be taken.

Emergency callout list:

Designated personnel placed on the alarm system monitoring callout list are required to answer the phone number they have provided for contact. In the event that a designated person unavailable to respond immediately they are to request that the monitoring company move on to the next designated person or personally continue calling listed personnel until someone is contacted that is able to respond. Consistent or repeated failure to respond to alarm calls could result in disciplinary action.

- If the monitoring company is reporting a fire alarm someone must respond to the facility to assist IFD and ensure that the facility is secured properly after IFD departs. This includes turning off lights, rechecking all exterior doors, and resetting both the front & rear burglary alarms. **Do not enter the facility** without first making contact with IFD on the exterior which will generally be on the Dupree side because that is where the Knox key box is located.
- If the monitoring company is reporting a trouble signal, ask them to identify the cause of the signal. If the trouble signal is indicating a problem with the fire sprinkler system, someone must respond to the facility to ensure that it is not flooding. In almost all other cases the trouble can be disregarded until the next workday begins.
- If the monitoring company is reporting a burglary alarm they will simply inform you of the area that is in alarm and ask if they can call you back if IPD needs assistance. They will have already contacted IPD to come by and check the facility. If a problem is found IPD will request assistance and it is at this point that someone must respond to make contact with IPD at the facility. **Do not enter the facility** without first making contact with IPD on the exterior.
- In all of these events call Sr. Security Officer, Chris Bailey's cell at 214.878.4942 and either speak with him directly about the circumstances of the alarm or trouble signal or leave a message if he is unavailable. He will return your call ASAP. This will help ensure that multiple personnel do not respond to a single event.

Exemption from IAC Cell/personal contact and emergency callout procedure

Employees on scheduled vacations, including holidays attached to a vacation, will be exempt from the above policies and are therefore free to decide whether to return a call/message. Holidays, evenings and regular days off not in conjunction with a scheduled vacation will not be considered exempt from these policies although during these times, employees are free to pursue personal activities.

Personal cell phones

Although the Arts Center acknowledges that there are times when it may be necessary to communicate with family member or others during work hours but these instances should be kept to an absolute minimum so as to not disrupt the work day and to maintain a professional environment. This procedure includes the use of all personal cell phone functions including but not limited to voice calls, text messaging and internet.

Event Participation (by staff while on Duty or in Uniform)

It is not appropriate for staff working a scheduled shift in any area of operations to participate in receptions hosted by the Irving Arts Center (or any other organization) within the Irving Arts Center, even when invited by the hosting organization. This includes visiting the buffet table, filling a plate and returning to the assigned workstation. Employees are welcome to attend such events once their assigned shift is complete, **if they are dressed appropriately**. Arts Center uniforms are not appropriate under any circumstances.

Exceptions may be participation in events held "behind the scenes" for an organization's volunteers and/or staff, and then only when Arts Center staff have been expressly invited to participate by event organizers and are not on duty.

Irving Arts Center
Front-of House Event Report

Client Name _____
Event Name _____ Venue _____
Event Date _____ Client lobby arrival time _____
FOH Event Staff _____

- CHECK STAFF MAILBOX & EMAIL ON ARRIVAL FOR EVENT UPDATES
- REVIEW CONTRACT & ATTACHMENTS IN FASTBOOK
- LOG IN TO BACtalk on Patron Service Computer (FOH working event closest to CPH lobby)
- PICK UP ASSIGNED PHONE AND BLUETOOTH HEADSET (report malfunctions/damage immediately via email to apate@cityofirving.org)
- UNLOCK DOORS:
For theatre events: Theatre doors, Courtyard doors, Concession area if being used,
For receptions and meetings, unlock space as required
- WALK SPACE - to insure everything is in order. Check for safety, maintenance and housekeeping issues.
- Check Theatre Lobby and interior of theatre, Concession area, Box Office, Restrooms, Adjacent common areas, and other contracted venues as applicable

Call housekeeping, TOPS or maintenance if additional prep work is required prior to client move-in.

- LOBBY/ROOM SET UP - Check contract to see what is requested

Call building maintenance or theatre operations staff if assistance is required.

- PUT OUT SIGNS AS APPROPRIATE
- PUT UP ROPES TO THEATER ENTRANCES (CPH)
- LOCATE THE CLIENT'S HOUSE MANAGER/EVENT PRODUCER
Introduce yourself by name and identify as IAC FOH
Instruct client how to contact you for assistance
- THEATRE EVENTS: Identify and train ushers
Advise that house will open when stage manager notifies FOH
- REVIEW CATERER OR CLIENT CONCESSION PERMITS IF APPLICABLE
Go over policies regarding use of concession stand and clean-up if applicable
Provide client with concession stand cleaning supplies and/or trash bags.
- CHECK BEFORE AND DURING EVENT FOR COMPLIANCE OF
Safety Codes (Non Emergency Police - 972 721 2661)
Fire Code Regulations
Code Enforcement (972 721 2461)
Food and Drink compliance and IAC Policy
- DURING PERFORMANCE
Remain in lobby (one in theater for CPH), theatre or immediate area during event in order to be available if any problems arise
- INTERMISSION
Assist in getting patrons out, and back into theater in a timely manner
Be available for any special needs or requests
- FOLLOWING INTERMISSION
Restore lobby as needed, putting up furniture used for intermission receptions
- EVENT REPORT
Complete count and obtain signature from House Mgr or client

Note any problems, complaints, or special issues (use additional page if necessary) Leave one copy in FOH office and put one copy in Kass Prince's and Andy Pate's mail boxes. This must be done before you clock out and leave the building after the shift.

LOCK UP AND RESTORE

Theatres: When patrons have exited theater, lock **all** theatre and courtyard doors,
Lobby, concession area and box office: Restore lobby, putting up lobby furniture, restore concessions, place hearing assist devices on charger and lock doors.

For all venues: Make sure client bags excess trash and ties off trash bags.

REMOVE EVENT SIGNS AND RESTORE ROPES

Turn off and return Bluetooth and telephone to chargers.

Enter shift hours in time sheet software and clock out at the time clock
Notify security you are clocking out.

EXIT BUILDING

Pre-Show Checklist:

Emergency Procedures reviewed (Print Name): _____

Flashlights charging

Williams SE system OK (Hearing Assist): Check units to make sure charged and functioning

Ushers orientation completed # of Ushers provided _____

Client House Manager _____

Attendance Statistics:

These figures are used to determine **actual attendance**; not tickets sold, and must be corroborated by the Client's House Manager or representative.

Total Number Attending: _____

Stub count Head Count

Signature of House Manager or Representative _____

Reception/Catering

Pre-show Intermission Post-show Concessions

Caterer _____

Attach copy of catering license and/or permit if required

Actual event end time _____ Time client cleared lobby _____

Billable Hours: FOH 1	_____	In: _____	Out: _____
FOH 2	_____	In: _____	Out: _____
FOH 3	_____	In: _____	Out: _____
FOH 4	_____	In: _____	Out: _____

Report problems or unusual incidents below:

CC: Patron Services Manager and Assistant Director/Operations (be sure to include copy of caterer's permit and merchandise reconciliation w/ both copies)

City of Irving Customer Service Expectation

"I will exceed every customer's expectation."

Exemplify the city's:

Mission - Deliver exceptional services and promote a high quality of life for residents, visitors and businesses.

Value Statements

- We exhibit personal integrity with every decision.
- We serve by leading and lead by serving.
- We show a high level of respect and concern for our coworkers and customers.
- We encourage creativity and innovation to improve our effectiveness.
- We learn and grow in a progressive work environment.
- We excel through desire, determination and dedication.

Leadership Model

Respect
Communication
Positive
Team

Be an ambassador

- Maintain a positive attitude
- Greet everyone with a smile
- Take pride in personal appearance
- Project a professional demeanor

Treat every customer with importance

- Be respectful
- Treat internal and external customers with an equal sense of urgency
- Keep promises/word/commitment

Provide prompt, accurate service

- Take ownership/be accountable
- Be knowledgeable
- Follow up with customers

I pledge to do my part to make Irving the model for safe and beautiful neighborhoods, a vibrant economy, and exceptional recreational, cultural and educational opportunities.

CITY OF IRVING
IRVING ARTS CENTER

INCIDENT REPORT

DATE: _____ DAY OF WEEK: _____ DUTY HOURS: FROM: _____ TO: _____

TIME REPORTED: _____ TIME OCCURRED: _____ IPD/ IFD REQUESTED: YES NO

REPORTED BY: _____

LOCATION: _____ PHONE: (972)252-7558

TYPE OF INCIDENT: _____

PARTIES CONTACTED: a. _____ b. _____

c. _____ d. _____

SITUATION:

ACTION TAKEN:

IPD #: _____ IFD #: _____ FOLLOW-UP: _____

SIGNATURES:

REPORTING OFFICER: _____

TOTAL TIME ON ASSIGNMENT: _____ HOURS _____ MINUTES

TEXAS DEPARTMENT OF INSURANCE, DIVISION OF WORKERS' COMPENSATION
7551 Metro Center Drive, Suite 100
Austin, Texas 78744

If you are not certain whether all parties meet the requirements for entering into this agreement, you may wish to consult an attorney.

Texas Workers' Compensation Act, Texas Labor Code, Section 406.121(2) defines "independent contractor" as follows: (1) "Independent contractor" means a person who contracts to perform work or provide a service for the benefit of another and who ordinarily: (A) acts as the employer of any employee of the contractor by paying wages, directing activities, and performing other similar functions characteristic of an employer-employee relationship; (B) is free to determine the manner in which the work or service is performed, including the hours of labor or method of payment to any employee; (C) is required to furnish or have his employees, if any, furnish necessary tools, supplies, or materials to perform the work or service; and (D) possesses the skills required for the specific work or service.

AGREEMENT BETWEEN GENERAL CONTRACTOR AND SUBCONTRACTOR
TO ESTABLISH INDEPENDENT RELATIONSHIP

Notice of Agreement

The undersigned General Contractor and the undersigned Subcontractor hereby declare that:

- (A) the Subcontractor meets the qualifications of an Independent Contractor under Texas Workers' Compensation Act, Texas Labor Code, Section 406.121;
- (B) the Subcontractor is operating as an independent contractor as that term is defined under Section 406.121 of the Act;
- (C) the Subcontractor assumes the responsibilities of an employer for the performance of work; and
- (D) the Subcontractor and the Subcontractor's employees are not employees of the General Contractor for purposes of the Act.

TERM (DATES) OF AGREEMENT: FROM: _____

TO: _____

Name of General Contractor

Name of Subcontractor

LOCATION OF EACH AFFECTED JOB SITE (OR STATE WHETHER
THIS IS A BLANKET AGREEMENT):

Estimated number of employees affected: _____

THIS AGREEMENT SHALL TAKE EFFECT NO SOONER THAN THE
DATE IT IS SIGNED.

Texas Labor Code, Texas Workers' Compensation Act, Section 406.122 .

General Contractor's Affirmation

If the General Contractor's workers' compensation carrier changes during the effective period of coverage, it is advisable for the General Contractor to file this form with the new insurance carrier.

Federal Tax I. D. Number

Signature of General Contractor

Date

Address (Street)

Printed Name of General Contractor

Address (City, State, Zip)

Subcontractor's Affirmation

Federal Tax I. D. Number

Signature of Subcontractor

Date

Address (Street)

Printed Name of Subcontractor

Address (City, State, Zip)

The General Contractor should retain the original. The Subcontractor should also retain a copy of the agreement.. This form is not required to be filed with the Division, and may be provided to the insurance carrier.

Division Data Stamp Here



Date: XXXXXXXX

Letter of Agreement

This letter is an agreement between you ("Contractor") and the City of Irving, on behalf of its Irving Arts Center ("City").

The City Agrees To:

1. Pay you \$ for type of service from XXXXXX – XXXXXX; and a **premium rate** of 1.5 times the hourly rate between the hours of **1:00AM and 7:00AM**.
2. City will provide a weekly work schedule based on Client bookings.

You Agree To:

1. Provide an invoice at the end of each scheduled work call for your Services, which includes your Social Security number;
2. Before date, provide the City with the following:
 - N/A Your current resume (*if you are a first-time instructor*)
 - N/A A detailed supply and/or equipment list
(with item/brand names/quantities/etc.)
 - N/A A detailed lesson plan
 - X Signed Texas Workers' Compensation Commission
3. Construe nothing in this Agreement as creating the relationship of employer or employee between the City and you, as Contractor. The City shall be not subject to any of your obligations or liabilities nor those of your employees, if any, incurred in the performance of this Agreement unless otherwise authorized herein. You are considered an Independent Contractor and nothing contained herein shall constitute or designate you or any of your employees as employees of the City. Neither you nor your employees shall be entitled to any of the benefits established for City employees, nor shall you or they be covered by the City's Worker's Compensation Program.

By the signature below, you accept the terms of this agreement.

Contractor

Date



Maintenance Work Request

To: Rick Green, Maintenance Coordinator

From: _____

CC: Ross Moroney, Building Maintenance & Theatre Coordinator

Item(s) Requested (be specific and list location of needed work)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Maintenance staff use only: _____

Person assigned: _____ Date assigned: _____

Anticipated completion date: _____ Actual completion date: _____

Estimated time required to complete job: _____ Actual time: _____

P.O. required? _____yes _____no Phone bids required? _____yes _____no

Type of work: _____ Instructions: _____

IRVING ARTS CENTER

Security Officers Daily Passdown Log Sheet

This daily log sheet will be completed for each shift with a copy provided to the Assistant Director of Operations & External Programs where deemed necessary. Each Officer will review the prior watch for passdown information.

Date: _____ Duty Hours: _____ to _____

Carpenter Theater & Lobby:

Dupree Theater & Lobby

Scene Shop & Loading Dock Area:

Basement Storage & Dressing Rooms:

All Galleries:

Rehearsal Hall – 3333 N. MacArthur:

Suite 200 & side exit:

Theater in the Commons:

Parking Lots & Sculpture Garden:

Below is a listing of the secured doors and spaces upon completion of this shift: (✓)

Patio Doors: _____	Theater Fire Doors: _____
Dupree Theater: _____	Gallery North Door: _____
New Talent Gallery: _____	Carpenter Theater: _____
ICVB-Admin South: _____	Chamber of Commerce: _____
Front Center Door: _____	Suite 200: _____
IAC Admin North Door: _____	Commons Theater: _____
Secured at 1700 daily: _____	CYBER Lights: ON / OFF
Box Offices Secured: _____	Courtyard Fountain: ON / OFF

Signature: _____ **Time officer departed building:** _____

SECURITY OFFICER’S COMMENTS OR REPORTS: (Any comments recorded below must copied to the Assistant Director of Operations & External Programs.

SECURITY OFFICER'S COMMENTS OR REPORTS:

When this section is completed, a copy will be forwarded to the Assistant Director of Operations & External Programs and this original sheet returned to the logbook for the next on coming officer to review.

SPECIAL EVENT
WALK-THRU INSPECTION CHECKLIST

Name of Special Event _____

Date of Event _____

Names conducting Walk-Thru _____

Date of Walk-Through _____

GENERAL INFORMATION	Responses			
1. Event Host (City Dept. or other Organization):				
a. Name of Contact and phone number:				
2. Type of City Sponsorship (if not solely hosted by a City Department):				
a. Name and phone number of Dept. Coordinator:				
3. Number of years of Event and Type of Past Incidents (if applicable):				
4. Purpose of Event:				
a. Special Features (i.e. bounce houses, stage sets, etc.):				
b. Number and Names of Vendors:				
c. Names and Type of Entertainment:				
ITEMS TO BE INSPECTED	Yes	No	Notes / Recommendation:	Status Check:
5. Event Planning				
a. Copy of planning schedule and physical layout available?				
b. List of assigned duties and responsibilities? (i.e. 1 st aid contact, incident reporter)				
c. Required permits obtained (Code Enforcement, Police, etc.)?				
6. Special Event Insurance				
a. Provided by the Event Host?				
b. If not provided by the City, is the City listed as an Additional Named Insured on the Host Organization's certificate of insurance?				
c. Does the City have a copy of the certificate of insurance or policy?				
d. If located on City property, have vendors provided the City copies of their certificates of insurance listing the City as an Additional Named Insured for this event?				
7. Event Protection				
a. Private protection available (first aid, portable fire extinguishers)?				
b. Emergency response plan available (evacuation, shelter)?				
8. Potential Exposures				
a. Are walkways, entrances, and exits designated?				
b. Is notice provided in prohibited areas?				
c. Are trip & fall hazards secured (including stage, P.A. system & speakers)?				
d. If provided, are tents and temporary structures anchored?				
Are any tents and temporary structures larger than 10 by 10 feet?				
e. Have seating and/or bleachers been checked?				
f. Traffic barricades provided where needed?				
g. Any cooking involved? (If so, by City, Event Host, or a vendor?) Area secured from general public?				
h. Other:				