

# TERMS OF RENTAL FOR THE RON ROBINSON THEATER

CENTRAL ARKANSAS LIBRARY SYSTEM  
ADMINISTRATIVE PROCEDURE #405

DIRECTOR'S APPROVAL: 3/2/16

IMPLEMENTATION: 8/12/15

REVISION: 2/22/16, 8/12/15, 7/23/15, 5/7/15, 5/7/14, 5/19/14, 6/4/14, 6/25/14, 3/2/16

REFERENCE:

## **Purpose:**

The Ron Robinson Theater (RRT) is established by the Central Arkansas Library System (CALs) to serve the educational and entertainment interests of the patrons who use CALs. It exists primarily for library-related activities. However, the library may choose to lease, rent, or otherwise make available the RRT. CALs is under no obligation to rent, lease or otherwise make the theater available to any individual or group.

CALs may form an Ad hoc committee of CALs staff and CALs users to review periodically the terms upon which CALs leases, rents, or otherwise makes available the RRT. The committee may recommend variances from (a) the fees CALs charges if and when it elects to lease, rent, or otherwise make available the RRT; and (b) other policies which the committee deems appropriate for use of the RRT for non-library related activities.

## **User Groups:**

**Individuals, non-profit groups, for-profit groups, corporations, and similar organizations including political organizations, candidates, or issue-related political groups** may use the theater for meetings/events, and for fundraisers, provided that the anticipated net proceeds are used to promote the legitimate mission of the organization. **Non-profit groups** are defined as organizations whose donations are tax-deductible under appropriate IRS regulations.

The details of any fundraiser by a non-profit must be submitted to the theater manager and approved by the CALs Director. Political organizations, candidates, or issue-related political groups are exempt from this requirement.

## **Terms and Conditions:**

- Appointments to view the facility or discuss events are limited to three per event and will be held by appointment only. Any additional meetings will result in a \$50 per hour charge.
- Without exception, the primary contact for the event, or the designated event coordinator, must be physically present at the facility for the duration of the event and until the last guest leaves the facility.
- Events that exceed the allotted time either by official event function, or remaining guests, will incur additional staffing charges paid at time and one half.
- Because the RRT is housed in a multi-use facility, programs must not disturb the operations of the other tenants. Therefore, music and noise must be kept to reasonable levels during weekday

business hours. Catering items, furniture, banners and signs, or other event support materials are not permitted to impede walkways or block exits.

- CALS does not discriminate with regard to race, religion or creed, color, sex, age, disability, veteran status, national origin, gender identity or expression, sexual orientation, marital status, medical condition, ancestry, or political belief in making meeting facilities available to any person or group.
- No person, organization, or governmental agency scheduled to use the theater may state, imply, or in any way indicate that CALS is sponsoring or co-sponsoring an event, unless such permission has been given in writing by CALS. Violation of this rule will result in the immediate cancellation of the event and the forfeiture of any funds being held by CALS for the event.
- Nothing may be attached to the walls, ceiling, furniture, screen, or building exterior. Materials that are not provided or approved by the theater are not allowed to be used on the stage areas.
- CALS RRT may display or play promotional materials featuring CALS services or programs at any event held at the theater. The theater manager will determine what is displayed or shown.
- CALS is a smoke-free campus. No tobacco or nicotine use is permitted at any time inside or outside the facilities or on CALS property.
- Theater audio/visual equipment may only be operated by RRT technicians.
- No equipment, supplies, or personal belongings may be left in the building, except as pre-arranged with the theater manager. CALS accepts no responsibility for any personal belongings left in the facility.
- Adult supervision must be present at all times for groups whose primary members are under the age of 21.
- After 6 p.m. or anytime alcohol is served, library security and at least one library staff member must be present. Users will be charged for those staffing hours, as well as for any additional staffing required.
- Groups who publicly announce their meetings by purchasing advertising, widely distributing, or mailing information to the public must include the following disclaimer: “Use of the CALS Ron Robinson Theater does not constitute endorsement of the beliefs, viewpoints, policies, or affiliations of the user by the library board or staff.” While referring to the CALS Ron Robinson Theater in print and media, users should refer to the theater by its complete name: CALS Ron Robinson Theater.
- Parking is the responsibility of the individuals attending the event. CALS does not furnish free parking for any attendee or sponsor.
- Users must conform to all fire codes, especially keeping fire exits clear. No open flames, pyrotechnics, smoke/fog devices or similar items may be used in the theater without the written permission of the library theater staff and the chief of library security.

- Users are responsible for any copyright permissions and/or royalty payments. Users must provide proof of copyright permission at least two weeks prior to the event. CALS takes no responsibility for the misuse of copyrighted materials and/or royalty rights and will cancel the scheduled event if, in the opinion of the library's legal advisor, such programming may violate applicable copyright laws. For a fee, users may request assistance in obtaining proper authority to show films, however, securing specific titles is not guaranteed.
- CALS recommends that users provide evidence of workers' compensation and comprehensive coverage for events. Absent such evidence, CALS reserves the right to purchase additional insurance coverage, which will be added to the cost of renting the theater.
- Users shall indemnify and hold CALS, its employees, agents, and volunteers harmless from and against all claims and demands, obligations, costs, expenses, and liabilities, including but not limited to liability for injuries or deaths of persons and loss or damage to the property of others or to the property of users during use of the facilities.
- Commercial filming/photography or on-site promotion, such as radio remotes, of any event must be approved by both CALS and the person or group who is using the theater.
- On the occasion that CALS is closed for inclement weather, or a Force Majeure event, events will be cancelled and a full refund will be offered, or an alternate date set. If inclement weather, or other major problem results in a delayed opening for Ron Robinson Theater, the primary user will be contacted as soon as possible by CALS to arrange adjustments to the event schedule or set an alternate date.

### **Deposit Policy:**

After an event quote is provided, a deposit of 20% of the total rental fee must be paid within five working days. Any organization that must use a purchase order process may request additional time through the theater manager. The full rental cost may be paid on the deposit due date.

The due date for the remaining balance will be issued when the deposit is received. Full payment for the event must be paid within three business days of the remaining balance due date. No additional payments may be made in person outside the described payment schedule. Payments may be mailed to the RRT for arrival any time before the remaining balance due date. If the remaining balance is not paid according to scheduled due dates, the event will be cancelled and no deposit will be refunded.

### **Merchandise Sales Policy:**

Users may sell promotional materials, which are defined as items that promote the name of a particular organization or group, or for a particular event. Any intention of sales and request for accommodation must be included in the Event Rental & Reservation Application. A merchandise sale fee of \$50 will be charged.

All sales of books must be coordinated through River Market Books & Gifts (RMB&G), the library's book store, at least four weeks prior to the event date. No books may be sold by groups using CALS Ron Robinson Theater unless arrangements have been made with River Market Books & Gifts. RMB&G staff will coordinate the ordering and sales for any program that includes sales of books on the Main Library campus. All book sales must accommodate the industry standard discount of 40-45%.

The user is responsible for all aspects of sales. CALS staff will not sell user's merchandise, provide change, nor provide use of cash register or credit card machines. The user is responsible for complying with all local ordinances and state laws governing the sale of such merchandise. All promotion, program management, set up, and breakdown before or after the user's event or program is the organizer's responsibility.

### **Food/Beverage Policy:**

Groups may serve complimentary refreshments, including alcohol, in the upper or lower lobby. Alcohol must be limited to beer and wine. Neither food nor drinks can be sold, nor donations be solicited for food or drinks. No food or glass containers are allowed inside the theater.

### **Alcohol Sales:**

**Non-Profits—Donated Alcohol:** Only beer and wine may be served at RRT. Non-profit groups may bring in donated alcohol, only in the form of beer and wine. A letter from the distributor proving the donation, along with a copy of the coordinating organization's non-profit tax letter, must be provided to the theater manager two weeks before the event date. It is the responsibility of the coordinating organization to provide the paperwork requested. The intoxicating beverages cannot be sold for any form of payment or donation. Tickets may be sold and traded for the intoxicating beverages. The point of sale for the tickets must be located away from the bar and all drink ticket sales must be handled by the coordinating organization. The intoxicating beverages must be donated through a distributor, not a liquor store or its equivalent. Liquor, spirits, or beverages containing more than 6.3% ABV for beer or 21% ABV for wine may not be served at any time.

**Non-Profits—Purchased Alcohol:** Only beer and wine may be served at RRT. Non-profit groups may only purchase beer and wine from RRT. The user may not purchase any forms of intoxicating beverages from any other source than RRT. Bulk rates for beer and wine are shown on the alcohol price sheet. Beer and wine not currently stocked at RRT and not listed on the alcohol price sheet can be ordered, but the user is responsible for the total cost of the special order. The user must let the theater manager know of any special orders at least two weeks before event date. The user may sell drink tickets only if the proceeds contribute to fundraising for the non-profit hosting the event. The point of sale for the tickets must be located away from the bar and all drink ticket sales must be handled by the coordinating organization. Liquor, spirits, or beverages containing more than 6.3% ABV for beer or 21% ABV for wine may not be served at any time.

**Individuals, for-profit groups, corporations, and similar organizations** may only purchase beer and wine from RRT. Bulk rates for beer and wine are shown on the alcohol price sheet. The user may not purchase any forms of intoxicating beverages from any other source than RRT. Beer and wine not currently stocked at RRT and not listed on the alcohol price sheet can be ordered, but the user is responsible for the total cost of the special order. The user must let the theater manager know of any special orders at least two weeks before event date. If user makes a bulk order for alcohol, the user may not sell drink tickets or collect any form of payment or donation for the alcohol in such a way that it causes a profit. The user may sell drink tickets only to cover the cost of the alcohol. The point of sale for the tickets must be located away from the bar and all drink ticket sales must be handled by the

coordinating organization. Liquor, spirits, or beverages containing more than 6.3% ABV for beer or 21% ABV for wine may not be served at any time.

Alcohol must be limited to beer and wine. Neither food nor drinks may be sold. No point of sale donations may be accepted at any event. No food or glass containers are allowed inside the theater. CALS security must be present when alcohol is being consumed in the theater. Only CALS staff can serve alcohol of any kind on the premise, no exceptions. Staff cost for CALS bartenders is \$20 per hour, per person, with a 3-hour minimum. The minimum charge includes time for set-up and breakdown of bar(s) before and after event.

RRT reserves the right to operate its concessions stand during any event. Only RRT staff may use the concessions area. Only food and drink items sold at the concessions stand may be consumed inside the theater.

CALS security must be present when alcohol is being consumed in the theater. The serving of such beverages must conform to all state, local, and federal regulations. It is the responsibility of the lessee to be familiar with those regulations, and to abide by them. CALS accepts no responsibility for the abuse of Alcohol Beverage Control regulations by the lessee.

### **Cancellation Policy:**

Users will be refunded all fees paid, except for the application fee, only if a cancellation is made by the user 30 or more days in advance of the event in writing. If full payment is not received 30 days in advance of the event, CALS will cancel the event, and no refunds will be made. If a cancellation occurs, users must wait 3 months before reapplying to use the theater.

### **Tech Specs:**

- 315 seats, 250 on floor, 65 in balcony
- Stage is approximately 38' wide and 21' deep.
- Small room off of backstage that can be used as a makeshift greenroom
- 4 handheld wireless mics
- 4 wired mics
- 4 lavalier/lapel mics
- 2 podium mics
- 8 tall microphone stands
- 5 short microphone stands
- 1 sound board with 32 inputs (a CALS technician must operate)
- 1 lectern
- 1 film projector for traditional screen
- 1 32' wide traditional retractable screen
- 18 lighting instruments—6 permanent overhead wash, 12 adjustable front angled
- 1 lighting console (only RRT/CALS technicians may operate)
- 20 padded folding chairs
- 12 plastic chairs
- 2 stools (non-matching)
- 6 6' tables
- 2 rugs

- 2 6' ladders
- 6 wheel chair spaces in auditorium
- Ron Robinson Theater is equipped to run Power Point presentations (16:9 aspect ratio), and films (DVD, Blu-ray, and digital)
- A Technical Rider is available from theater staff.

**Fees:**

<b>For Profit</b>	Individuals Businesses	<b>Additional Hours: \$200 Per/hour</b>						
<b>Hours Rented:</b>	<b>5 Hours of Rental</b>	<b>6 Hours of Rental</b>	<b>7 Hours of Rental</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
Total Cost	\$1,320.00	\$1,520.00	\$1,720.00	\$1,920.00	\$2,120.00	\$2,320.00	\$2,520.00	\$2,720.00
<b>Non Profit</b>	501 (C) 1-28 501(D,E,F,K,N)	<b>Additional Hours: \$60 Per/hour</b>						
<b>Hours Rented:</b>	<b>5 Hours of Rental</b>	<b>6 Hours of Rental</b>	<b>7 Hours of Rental</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
Total Cost	\$935.00	\$1,095.00	\$1,255.00	\$1,415.00	\$1,575.00	\$1,735.00	\$1,895.00	\$2,055.00
<b>170 C 1</b>	Government Entity	<b>Additional Hours: \$60 Per/hour</b>						
<b>Hours Rented:</b>	<b>5 Hours of Rental</b>	<b>6 Hours of Rental</b>	<b>7 Hours of Rental</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
Total Cost	\$335.00	\$395.00	\$455.00	\$515.00	\$575.00	\$635.00	\$695.00	\$755.00

<b>Service</b>	<b>Cost</b>	<b>Rate</b>
<b>Basic Technician</b>	\$50.00	Per Hour
<b>Special Technician</b>	Market Rate	
<b>Vendor Fee</b>	\$50.00	Per Vendor
<b>Ticket Sales Fee</b>	\$100.00	Per Event - Excluding Non-Profits and 170 C 1's

**User Arrangements:**

Potential users must review this document before applying to use the Ron Robinson Theater. Any user must pay an application fee to get a quote for their event.

Absent extenuating circumstances, no dates for booking the theater will be considered less than 30 days in advance of the event. No more than two dates may be reserved upon the initial contact, and for no longer than 30 days. After 30 days, the dates will be released.

After the application fee is received, a theater staff person will contact the potential user to get more information about the event. In order to fully understand an event and provide an accurate quote, users may be required to come to the theater for a walk-through. CALS and the RRT have the right to reject any event. Rejection of an event may be appealed to the CALS Director, and must be made in writing within one week of the walk-through or initial meeting. No application fee will be returned.

Contact Information: Ron Robinson Theater  
100 Rock St.  
Little Rock, AR 72201  
Trey Woodruff, Manager  
(501) 320-5709 or [twoodruff@cals.org](mailto:twoodruff@cals.org)