



## Frequently Asked Questions

q: Who may rent the BCPA?

a: Anyone may rent the BCPA, "regardless of race, color, disability, religion, gender, sexual orientation, or national origin," for appropriate events, subject to the Joint Use Agreement for the use of the Facility?

q: What is the Joint Use Agreement?

a: The Joint Use Agreement is the document governing the use of the Bowie Center for the Performing Arts. Also known as the "Memorandum of Understanding" between the Prince George's County Public School System, the Maryland-National Capital Park and Planning Commission, the City of Bowie, and the Bowie Regional Arts Vision Association, inc. These four entities are our Partner Organizations.

q: What is BRAVA?

a: BRAVA is the civic organization formed:

To promote the design, development, funding and creation of a regional arts facility in Bowie, Maryland, for use by children, families, and adults in classes, stage crafts, workshops, concerts, creative arts, theater programs, musical performances, drama therapy and other therapy groups, providing functional space for large group assemblies, instructional lectures, performances, demonstrations and forum discussions.

In short, BRAVA was formed to make the project that has become the Bowie Center for the Performing Arts a reality.

The Bowie Center for the Performing Arts is operated under a partnership agreement between the Prince George's County Public School System, the Maryland-National Capital Park and Planning Commission, the City of Bowie, and the Bowie Regional Arts Vision Association, Incorporated.

q: How is the facility scheduled?

a: Currently the Center is in open scheduling for the remainder of 2008 and for 2009. Open scheduling for 2010 will begin 1 June, 2009.

- Scheduling is based upon the calendar year, not the fiscal year.
- The facility is scheduled based upon criteria listed in the Joint Use Agreement for the use of the Facility. Essentially this means that our partner organizations begin scheduling in January for the following calendar year. For example, in January of 2009, we will begin scheduling for calendar year 2010.
- Bowie High School and PGCPs Region IV have first priority on dates and start scheduling in January for the following year. Maryland-National Capital Park and Planning Commission and the City of Bowie have second priority on dates and schedule in March.
- Additionally, during March, there is priority scheduling for up to 45 days "during the school year" for arts-related groups from the community as a whole. These are not free days. Requests for these days are accepted on a first-come first served basis between March first and thirtieth.
- Open scheduling for any remaining dates "during the school year" begins on the second of June. Requests for these dates are handled on a first-come, first served basis.
- Up to 45 days during the school year may be scheduled by partners and non-partners. These days may be applied for between March first and March thirty-first of the prior year.
- Open scheduling for the following calendar year begins June 1 and is handled on a first-come-first-served basis.
- Please note that requesting a date does not guarantee that date.

q: Will the Center hold a date for me until I can start the scheduling procedure?

a: Yes. If you request the date in writing or via email, during the appropriate scheduling period, the Center will hold it for up to thirty days. After that point, if the scheduling process has not been initiated the date may be released without warning.

q: Do I need insurance?

a: Yes. As a general rule, Center policy requires all users to carry a \$2,000,000 (aggregate limit) liability policy with additional named insureds as follows:

- o Bowie Center for the Performing Arts
- o Board of Education of Prince George's County

At the discretion of the Executive Director, and under certain circumstances, smaller Recital Hall events may not be required to provide insurance. The Center reserves the right to require insurance from any party.

q: How much does it cost to rent the facility?

a: Rental fees are available on the Center Web Site, in the BCPA Resources section.

q: Can my event be bumped (cancelled) without my agreement?

a: All events are tentative and subject to cancellation until either an event letter has been issued by the Center in the case of partner organizations or an event agreement has been executed, and a deposit and insurance certificate has been received by the Center. After this point an event may only be cancelled "for good cause" as provided for in the contract. "Good cause" **specifically excludes** "the subsequent scheduling of a more preferred event" by the Center.

All contracts must be written, certificates of insurance and deposits (via certified check or money order) must be received no later than thirty days prior to the event. Events not meeting this requirement are subject to cancellation.

q: Can I cancel my event once a contract has been signed?

a: If you cancel after the contract is signed you may forfeit any deposit and may be invoiced for the full rent. You will be invoiced for any expenses incurred by the Center.

q: If the Prince George's County Public Schools are closed will my event be cancelled?

a: If your event is sponsored by PGCPS, it will be cancelled anytime that Bowie High is closed for weather related emergencies. If your event is not sponsored by PGCPS the Executive Director, after consulting with the event and other appropriate personnel, will make the decision as to whether it will be cancelled or not.

q: Will the Center provide help with my production?

a: Absolutely. Center staff members have experience in all aspects of production and are more than willing to help if asked. Depending upon the scope of the help needed, fees may have to be charged, but you'll always know in advance.

q: May I use the Center free of charge?

a: No. All non-partner events are charged fees as provided in the Joint Use Agreement.

q: May I have food and drink in the Center?

a: Food and drink, including water, are not permitted in the main auditorium - the seating area of the main hall - under any circumstances. This is as specified in the Joint Use Agreement, and Center staff members have no control over this policy.

Food and drink may be permitted in other parts of the Center by special arrangement only. The Center does not offer any sort of catering. The Center will require an additional deposit whenever an event includes food or drink. Specific policies are explained in the Concessions Rider.

q: May I sell t-shirts, art-work or offer other concessions at the Center during my event?

a: Yes, but the Center heavily restricts location and number of tables allowed. Details are available in the Concessions Rider.

q: May I take pictures, or make video or audio recordings?

a: Unfortunately, there is no simple answer to this question. As a general rule any recording policies are left up to the individual Event and the Center will enforce their wishes. However, the Center is required to enforce applicable law including copyright and trademark statute and may require proof of an events' right to record. This is all handled in the contract phase of the scheduling process. More information for professional and amateur photographers, videographers, and audio recording engineers is located in our *Photographers, Videographers, and Audio Recording Engineers' Rider* as well as in the *Facility Policies*.