



## Facility Policies

These policies are subject to change without notice. A current and complete edition of Center policies can be found in the Center Operations Manual much of which is available for public preview. Please feel free to contact the Center with questions or concerns.

### *Advertising, Tickets, and Program Copy*

- No event may advertise the Center as a venue prior to the execution of a contract between the Center and the event sponsors.
- The Center shall be referred to as the Bowie Center for the Performing Arts or with the shorter BCPA in all advertising and program copy and on any tickets printed.
- All tickets and advertising may also incorporate the Center logo, available on the website at <http://www.bowiecenter.org>.

### *Applicable Laws and Policies*

- The Joint Use Agreement For The Bowie Center For The Performing Arts (revision 27) is the document establishing procedures for the use of the Center. Also known as a "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.
- All Center users are required to comply with all Federal, State, and local laws, ordinances and regulations and all BCPA policies, rules and regulations.
- Events held by partner organizations are subject to the rules and policies of those organizations as well as to BCPA policies. Should these policies conflict, those of the partner organization will take precedence unless the safety and security of the Center or Event would be compromised.

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.

*Audience Members and Patrons, conduct of.*

- Patrons are required to comply with requests by Center staff and other duly authorized personnel in the performance of their duties.
- The BCPA reserves the right to eject from the facility any objectionable person or persons. (See ejection policy)

*Box Office and Ticket Sales*

- Users may not sell or distribute tickets in excess of the seating capacity of the Center as determined by the BCPA staff.
- All box office functions are the responsibility of the Event unless other arrangements are made with the BCPA.
- BCPA reserves the right to require reserved seating for any event, in which case, the Event will bear all costs associated with that process.

*Center Equipment*

- All Center equipment must be operated by Center staff or trained personnel approved, in advance, by the Executive Director or the Technical Director.
- Subject to the above requirements, approved operators may be employees of the center, employees of the user, or volunteers.

*Conduct (see Audience Members and Patrons, conduct of)*

*Contracts*

- The BCPA retains approval rights over any event and exercises those rights through the scheduling / contracting process.
- All events require the execution of an Event Agreement in the case of non-Joint Use Agreement entities or an Event Letter in the case of partners.
- All Event Agreements must be executed, deposits received, and insurance certificates received no later than thirty days prior to an event.
- Event Letters must be executed as soon before an event as possible.
- The Event Agreement, Riders, and the Event Letter are the sole authority on what the Facility has agreed to provide to an event.
- Requests for technical support not listed on the Technical Rider must be made in writing to and approved by the Facility Technical Director. The Center will try to support such requests, however, no guarantees are made. Additional fees may be charged for such requests.

### *Event Cancellation*

- The BCPA reserves the right to interrupt or terminate any event when, in the sole judgment of the Facility Manager in the interest of public safety or Center security, it becomes necessary.
- Should an Event be cancelled by the user, any reimbursable expenses incurred by the Center in connection with the event will be deducted from any deposits received. The event will be invoiced for any amount over the deposit..
- The BCPA reserves the right to terminate any contract for good cause, in which case it will refund any deposit less reimbursable expenses to the user.

### *Eviction Policy*

- Patrons who are asked to leave the Center but fail to do so are subject to arrest and prosecution.
- The following are cause for eviction from the Bowie Center for the Performing Arts:
  - The use of offensive, profane, or threatening language to staff or patrons.
  - Failure to comply with instructions from Center Staff in the performance of their duties.
  - Failure to comply with Center policies.
  - Possession of unauthorized banners or signs.
  - Possession of food or drink in areas not authorized for such.
  - Possession of any object or material which Center Staff determine obstructs the view of a patron or is otherwise disruptive.
  - Failure to wear shirt, shoes, or other appropriate attire.
  - Spitting, throwing or dropping objects from balcony, upper lobby or other inappropriate areas.
  - Horseplay inside or outside of the facility.
  - Public drunkenness or other forms of intoxication.
  - Fighting or threatening to fight.

### *Fire Announcement*

- A general announcement of 45 seconds or less will be made with house lights at half prior to all events.
- This announcement will include evacuation instructions as well as food and drink and photography / recording policies for each event.
- At the discretion of the Center, this announcement may be made live or recorded in advance.

### *House Management*

- Events that that exceed an hour may be required by the Center to offer an intermission.
- Standing room is not permitted.

### *Miscellaneous*

- Except as required by law, animals are not permitted in the Facility.
- Tobacco use is prohibited in all areas.

### *Food and Drink*

- No food or drink is permitted in the Center without prior approval of the Executive Director.
- No food or drink is permitted in the Main Auditorium at any time.

### *Personnel and Security (see also House Management or Ushers)*

- The Center reserves the right to determine the appropriate number of staff and type of security measures required for any event.
- Any personnel and security measures required by the Center are reimbursable expenses and will be the responsibility of the Event.
- Events are responsible for providing personnel determined by the Executive Director as necessary to the safe operation of the Center.
- The Center will work with events to ensure that all personnel are acceptable to both parties.
- Should the user prove unable to provide personnel and security measures deemed necessary, the Center may provide them and charge the user or the event may be cancelled.
- The Executive Director, or, in his absence, the Facility Manager has the responsibility and authority to terminate any event that is determined to place the Facility or patrons at risk.
- Event Personnel are not permitted to work anywhere in the Center without the presence of a Facility Manager approved and scheduled by the Executive Director.
- Center Staff are only permitted access to the non-public areas of the Center when they have been scheduled.

### *Safety*

- Users are required to conduct Event activities with full regard to the public safety.
- The final decision about whether an activity is safe or not rests with BCPA staff.
- All aisles and exits, both off stage and on, must be kept clean, clear and free of obstructions.
- No Strollers, tripods, or other bulky items are permitted in the auditorium without the prior approval of the House Manager.
- Exit signs may not be blocked.
- Audio or electrical cables, ropes, support mechanisms and the like must be run overhead or covered with carpet and/or taped down when installed on the floor.

- Events are responsible for knowing the location and operation of fire extinguishers and fire alarm pulls.
- Literature on display must be limited to reasonable quantities. Reserve supplies shall be kept in a neat manner out of aisles and other thoroughfares.
- No flammable liquids, pyrotechnics or other hazardous substances are permitted in the facility without prior consultation with and approval from with the Technical Director or the Executive Director.
- Painting or spraying of toxic or flammable materials is prohibited anywhere but in the scene shop area.
- Compressed gas bottles must be secured in a manner which prevents them from falling or being knocked over

### *Scene Shop and Scenery*

- The Center does not provide tools of any sort.
- All tools brought in by an event are subject to Center inspection.
- The Facility Manager has the right and responsibility to refuse any tools or halt any actions deemed unsafe. This includes the operation of tools without appropriate attire and safety gear for all hands.
- The Center reserves the right to refuse scenic or display pieces or other materials that are deemed by the Executive Director or Technical Director to be unsafe.
- Scenic or display materials used within the Center must be flame retardant or flame proof. The Center reserves the right to insist upon appropriate certificates or field flame tests as deemed necessary by the Technical Director or the Executive Director.

*Recording, photography, videography. (See also separate document entitled Photographers, Videographers, and Audio Recording Engineers' Information .)*

- The Center is required to and does enforce applicable law including copywrite and trademark statute.
- The Center may require proof of any event's right to record.
- Users planning to have a professional photographer present during their event must so notify the Center, in writing, no later than 14 days prior to their event. Unless such notifications are made, the center reserves the right to refuse admission to the photographer regardless of existing contracts between the Event and the Photographer.
- Photographers must not disturb patrons.
- Photographers are advised to contact the Center well in advance of the event to facilitate smooth setup and strike.
- All equipment must be set up and approved by the BCPA facility manager prior to the house opening.
- The house will not be held for photographers' setup. If, in the judgement of the Facility Manager, such setup would delay the house it will not be permitted.

*Recording, photography, videography (cont.)*

- Persons desiring audio feeds or the like from the Center must request them, in writing, no later than fourteen days prior to then event. Late requests will not be honored.
- All events will have policies explained to the audience in the pre-show announcement in addition to appropriate signage in the lobby. That announcement may be made via recording or live by the Event.
- Ushers will enforce these policies and audience members who do not comply will be asked to leave the Center. (see eviction policy
- Photographers are not permitted to set up in the handicapped areas without specific clearance from the Facility Manager. Even with such clearance, photographers will be required to move if the space is required by the Center for any reason.
- Photographers seated with audience members behind them must remain in their seats.
- Photographers and / or equipment are not permitted to block seats, major or minor aisles or door

*Security (see Personnel and Security)*

*Ushers*

- May be Center volunteers or provided by the Event.
- Must undergo a 60 to 90 minute orientation program prior to working an event.
- The number of ushers required will vary with the event
- Must be present at their duty stations for the entire event.
- May not be able to see the event. Should this be the case, the Center will endeavor to provide tickets to a different showing.