

Facility Rental Policy

General Information

1. The City of Corning thanks you for choosing Rodgers Theater as your choice for venues, Your rental helps to keep the theater open and available for community enjoyment. Below you will find some helpful information along with our policy and guidelines.
2. To access the theater, you will need to come to City Hall at 794 Third Street before 5:00 pm on Friday before your rental to check out a key. You will be able to enter the morning of your event.
3. When you enter the theater the alarm will sound, to turn it off the panel is on the immediate left when you enter the second door on the right. The code is 1379.
4. The light switch (for the interior of the theater) is in the hallway closet that is to the right of the drinking fountain (in the lobby)
5. There is free WIFI (DMTECH) for your use the password is 5308243522
6. For garbage services there is a dumpster out back in the alley available there is a coded lock on it, the code is 7045, please lock it back up when you are done.
7. After hours phone number is the Corning Police Department 530-824-7000.

Facility Guidelines

1. **Reservations:** Reservations are accepted on a first-come, first-served basis. The rental period must include all the time necessary for decorating, setting up and breaking down. Rental applications must be received 30 days in advance, and you must be 18 years or older to apply. Under no circumstances shall the applicant sublease or allow any individual or organization to use the facility during their approved rental.
2. **Security Deposit:** A security deposit is due at the time of reservation. Deposits are refundable with deductions for damage, or if special clean-up is required by City staff. If remnants or evidence of alcohol being served at an event that did not request to have alcohol, prior to the event, the applicant will automatically forfeit their deposit. Deposits will be processed for refund by city staff within 5 business days after the event. Checks will be mailed to (deposit refund information) on the application.
3. **General Liability Insurance:** Renters who are hosting a hire for vending for profit event, will need to provide to the City of Corning a current Certificate of Liability

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Insurance listing the “City of Corning, its elected officials, officers, and employees” as additionally insured in the amount of 2 million per occurrence and 4 million aggregates. This certificate must be provided to the City at least one week prior to the event.

4. **Cancellations:** Cancellations on confirmed reservations with less than 30 days’ notice, the city will retain 25% of the deposit, If a cancellation occurs within 7 days of the rental date the city will retain 50% of the deposit.
5. **Alcohol:** Any event that will be serving alcohol will require general liability insurance (See guideline #3). All rentals that serve alcohol will have an increased deposit of \$400.00 and a 25% charge added to the base rental rate. Alcohol beverages are permitted only within the confines of the theater. Alcohol will not be allowed at any event that has a youth emphasis. The City requires the use of a security company with one (1) security guard for every 50 people. The contract between the applicant and the security company needs to be submitted to the city 30 days prior to the event. If you plan to sell alcohol at your event, then the State of California requires you to file for a one-day permit from Alcoholic Beverage Control Office.
6. **Applicant Behavior:** Applicant is responsible for all guests. Children should be supervised at all times, storage rooms, closets, backstage and sound tower should not be entered for any reason. If there is a police call out to your event, The City Manager, Chief of Police or their designees shall have the right to terminate your event deemed to be detrimental to the health, safety and welfare of the public, theater or surrounding area, if your event is cancelled under these circumstances, the applicant will be responsible for all costs and forfeit their deposit.

Decorations All decorations must meet the requirements below.

- a) Birdseed, rice, confetti, glitter, and metallic confetti are not permitted in or outside the theater.
- b) No bounce houses, bubble or fog machines are allowed.
- c) No items may be placed on the walls.
- d) Nails, tacks, scotch tape, staples, pins etc. are not allowed.
- e) Masking tape may be used but needs to be removed afterwards.
- f) Candles may be used, provided they are completely enclosed in a glass container.
- g) The swag curtains and chandelier must not be touched.
- h) No fireworks, sparklers or explosives are allowed.

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Tables & Chairs: There are 9 round tables and 9 rectangular tables and 100 chairs available for your use. It is the applicant's responsibility to set them up and take them down. There is no standing or sitting on top of the tables, as serious injury could occur if a table was to collapse.

Clean Up: It is the responsibility of the applicant to clean up; you will be provided with a checkout sheet.

By signing below, I agree that I have read the Rodgers Theater rental policy and procedures.

The applicant shall hold harmless, defend and indemnify the City of Corning, and its officers, officials, employees and volunteers from and against all claims, damages, losses and expenses including attorney fees arising out of the performance of the work described herein, but only in proportion to and to the extent such liability, claims, damages, losses, expenses, or attorneys' fees, are caused by or result from the negligent acts or omissions of the applicant, its officers, employees, agents, guests, or invitees _____ (Initial)

I have read the items listed and agree to all terms and conditions.

Signature of applicant: _____

Date: _____