



Keene Theater Usage Agreement

You, as the representative for the event/performance taking place in the Keene Theater, agree:

1. **No live flames of any kind will be used, ever. This includes candles, oil lamps, cigarettes, incense, effects requiring explosive charges, and fog or haze machines. **Vaporizers are also prohibited.**
2. **No food, beverages, or animals of any kind are allowed into the Keene Theater.**
3. **No confetti or glitter will be used. This is due to the difficulty of cleaning the seating and carpeting.**
4. **No construction or painting will be done anywhere in the Keene Theater, Keene Lobby, and Backstage. This includes affixing anything to the walls and curtains by screws, nails, or tape.**
5. **Any schedule change must be submitted and approved by the Theater Manager at least 7 days before event.**
6. **You are responsible for any damages caused by inappropriate behavior and/or inappropriate use of the Keene Theater, Keene Lobby, and Backstage area and shall reimburse the University for any damages caused by inappropriate behavior and/or inappropriate use.**
7. **You are responsible for reporting any problems as you notice them.**
8. **You may only be in the Keene for your approved and scheduled times.**
9. **Wheelchair-accessible spaces should be held for physically-challenged patrons and will be available on a “first-come, first-served” basis. In addition, Aisle ways and areas designated for patrons using wheelchairs must be kept completely clear.**
10. **The Keene Theater has a maximum capacity of 150 (+2 wheelchairs). 88 on the Main Floor and 62 in the Balcony. No additional seating may be brought into the Theater to accommodate audience members.**
11. **All doors must remain clear of blockage by any scenery, props, seating, or other objects.**
12. **Exit signs may not be turned off, covered, removed or altered in any way.**
13. **You are responsible for providing your own stage staff and crew.**
14. **If requested, a Keene Theater Stagehand will be assigned to work during your event/performance. They will:**
 - a. **Post signs directing people to the Keene from the main floor**
 - b. **Unlock the main doors at the time you request to open the house**
 - c. **Run the lighting board and AV devices (projector, Blu-ray player, microphones)**
 - d. **Ensure everyone has left the Keene Theater and lock-up**



15. **The stage and backstage areas reserved for your event/performance is to be completely cleared upon the completion of your event/performance. This means:**
 - a. **Putting props and costumes back from where you got them**
 - b. **Removing an personal items**
 - c. **Throwing away any trash**
16. **The Residential College reserves the option of alerting the Division of Public Safety and Security and/or Housing Security when, in our judgment, a higher level of security might be necessary. Upon the discretion of the Keene Theater Manager, security shall be provided, at your expense, through the Division of Public Safety and Security and/or Housing Security.**
17. **The Residential College will not be responsible for losses incurred by the you due to failure of systems operated by the University (i.e. heat, water, air conditioning).**
18. **You agree to abide by Board of Regents Bylaw Chapter III, Section 3.06, Solicitation of Funds, which states "The taking of collections or solicitations of pledges at public meetings in university auditoriums and lecture rooms is prohibited." Arrangements for ticket sales can be made in advance by contacting the Manager.**
19. **In addition, you agree to abide by all the Bylaws of the Board of Regents, which can be found at www.regents.umich.edu/bylaws**
20. **Inevitably, matters will arise which are not covered by this agreement. In these instances, the on-site staff for the Residential College will make required rulings.**
21. **Failure to follow these agreements may result in an inability to reserve and use the Keene Theater. Willful failure to follow any of these agreements may result in eviction from the Keene Theater.**

I agree to the above:

User's Signature

UMID

Contact Phone number

Date

Event

Date(s) of

Event

Approval by Keene Theater Manager

Date