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**City of Eagle Pass and the Arts Council Art Center**

**General Guidelines**

***The art center is considered property of the city of Eagle Pass. The art center’s administrators and staff are considered city employees.***

**All events must be scheduled in accordance with restrictions and within reasonable boundaries of discretion, which include:**

**Supervision**

All events must have an identified person, who is responsible and present, at all times (setups, rehearsals, performances, etc.). Access to the center will be denied unless this person(s) is/are present. Representative could be either a city employee or a recognized representative by the City of Eagle Pass.

**Liability**

The City of Eagle Pass and the Arts Council Art Center reserve the right to inspect and control all functions. Liability for damage to the premises will be charged accordingly. We cannot assume responsibility for personal property and equipment brought onto the premises or for damage or loss of any articles or merchandise left in the building.

**Decorations/Props**

Decorations and Props are not provided by art center unless they are available. Existing props, decorations and equipment are the exclusive property of the art center. Exceptions may apply as determined by the center’s representative.

**Engineering, Electrical, and Audiovisual**

Special engineering or electrical requirements must be specified at least three weeks prior to a function. Charges may result and will be based on the labor involved and power needed. A wide selection of audiovisual equipment and services are available and will be coordinated through the art center’s curator.

**Tobacco**

The use of tobacco products is prohibited inside the Performing Arts Center building. An exception may be made on stage during a rehearsal or performance when the script specifically calls for a tobacco product. A fire extinguisher must be present in the back stage area when smoking occurs as part of a performance.

 **Insurance and Indemnification**

Guests shall indemnify and hold the City of Eagle Pass, Arts Council and its affiliates harmless from any and all claims, suits, losses, damages, and expenses on account of injury to any party in connection with the function or resulting from damage or destruction of any city property by guests/attendee of the function on premises.

**Damages**

Any damages to center’s facilities, property, equipment or other items are the responsibility of the user. Replacement or repair costs will be assessed by the center’s staff, faculty or administration and are the responsibility of the user unless otherwise determined by the City of Eagle Pass administration department personnel.

**Capacity**

The normal art center seating capacity is 88 . Due to fire codes,

all entrances and exits must remain free of obstacles.

**Food and Beverage**

Food and beverage are allowed in the art center during special events only or as approved by the art center’s administrator. Food is anything edible, including candy, gum, snacks, baby food, etc. or anything that can be harmful to any art being displayed.

**Promotional Rights**

The City of Eagle Pass Art & Culture Center reserves the right to produce any type of promotional work that may include any performance by any of the artist performing at the art center. This also includes individuals attending the art center via regular visitation or attending an event.

I hereby understand and agree to follow all the rules presented to me by the City of Eagle Pass Art and Culture Center. I understand that failure to follow or violate any of the rules mention in this form could result with fees, or possible cancellation of my event.

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Print Name Date

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Signature Date