

FCUSD Theater Use Policy

- Reservations for use of the Folsom High and Cordova High Theaters are processed online.
- The theater may be reserved by outside organizations beginning **June 1** for the next school year. Permit Requests are accepted for dates ranging from September 1 of the current year through June 30 of the next year. The theater may be “dark” during the month of July.
- The theater **will not be reserved** until a Permit Request, insurance certificate with endorsement page and deposit are received by the Facilities and Planning Office.
- A security deposit equivalent to **50%** of the total facility charge is required to secure the date for the theater. This deposit will be credited to your final billing.
- An applicant can reschedule **more than 90 days prior** to the reserved date with a \$100.00 postponement fee.
- Rescheduling **less than 90 days** from the reserved date is considered a **cancellation** and a charge of 25% of the total facility fee will be retained by FCUSD.
- The Theater Production Specialist or Theater Technician must be on site during all uses.
- All outside organizations **must** meet with the Theater Production Specialist at least two weeks prior to their event.
- Food and/or beverages, including bottled water, are not permitted inside the theater at any time.
- Groups must provide a minimum of six ushers for each performance. Ushers are to be instructed to strictly enforce the **“no food or beverages inside the theater”** policy. A list of names must be provided to the Theater Production Specialist at the pre-production meeting.
- Permittee may be allowed to sell non-food items outside the lobby. Advance notice of intent to sell must be made and approved by the Theater Production Specialist.
- All stage props must be completely fireproof.
- A **\$100.00 minimum cleaning charge** will be assessed.
- There will be no outside vendors at performances without authorization from the Theater Production Specialist.
- No outside organizations will be allowed to perform during school hours without the permission of the Theater Production Specialist.
- Rental may not begin before 4:00 PM Monday through Thursday and 2:30 PM on Friday.
- No helium balloons may be used.
- **Failure to comply with any of these guidelines may result in the loss of future booking privileges.**