Introduction

This summary is designed to acquaint both groups and individuals affiliated with Soka University of America and groups and individuals not affiliated directly with Soka University of America with the general policies and requirements governing the use of the Soka Performing Arts Center.

Mission

The Soka Performing Arts Center is a resource for both Soka University of America and the greater Orange County region. It is a facility that embodies the University’s mission of leading a contributive life and being a cultural leader. It is primarily a facility designed for use by the University for the presentation of performing arts events in context with the educational mission. It is also a cultural center for the purpose of providing a variety of programming of interest and value to both the University and the surrounding communities.

General Information

All groups must comply with Soka University of America's Speaker Policy, Film Policy, Alcohol Policy, Student Policies, Security and Safety Policies and Academic Policies as outlined in the Soka University of America Student Handbook as they apply to any proposed event. Each group is directly responsible to know and enforce all policies that may apply to their sponsored event. Information on campus policies is available from the Office of the General Manager.

The maximum seating capacity of the Concert Hall (the main theater) in the Soka Performing Arts Center is 1032. No standing or sitting in the aisles of the Concert Hall is permitted. The Soka Performing Arts Center is a no smoking facility. No smoking is permitted in any area inside the building at any time. In addition, open flames, including candles, and the use of smoke or haze producing machines is prohibited.

Designated handicapped parking spaces are available in Parking Lot A. Handicapped access is provided through the main entrance by means of an elevator on the East side of the building, and direct access to the lobby is available through the South entrance to the building. There are several designated spaces inside the main theater for wheelchair patrons.

No food or beverages are permitted inside the building, except in the refreshment area of the Lobby. Soka University of America requires all off-campus groups to use Soka University of America Catering Services as the caterer for refreshment service.

The Soka Performing Arts Center is not available for weddings or similar private events, but will be used primarily for academic, institutional and performance programs.

Publicity for scheduled events must be approved in advance of distribution. All publicity materials for a proposed event must be submitted to the Office of the General Manager. "Publicity" includes but is not limited to handbills, posters, street signs, press release, banners,
imprinted tickets other than those provided by the Soka Performing Arts Center, and the text of any advertisement, email or telemarketing campaigns. Failure to obtain approval for distribution will result in a charge to the sponsoring individual or organization for recovery of unauthorized publicity materials, and may result in the cancellation of the event.

**Expenses and Fiscal Responsibilities**

There are two charges for the use of the Soka Performing Arts Center; a basic rental fee and a fee to cover the direct costs associated with an event. Off-campus organizations or individuals sponsoring an event are responsible for all costs incurred during the event, including, but not limited to, security, maintenance services, technical services, ushering services, and administrative overhead. The basic rental fee for sponsoring an event in the Soka Performing Arts Center is $7,500.00. An “event” is understood to mean final preparations, a performance and clean up on a single day lasting approximately eight hours. In addition to the basic rental fee, groups may be charged fees for cost-based services that will be incurred due to the unique requirements of a particular event. A summary of services and charges accompanies this document.

A description of some of the services associated with an event follows:

**Soka Performing Arts Center**

Soka Performing Arts Center will provide ushers for most events. Ushers are provided to assist the Patron Services Manager with providing assistance and information to and maintaining the safety of the patrons.

Soka Performing Arts Center staff will provide ticket-printing services as part of the basic rental fee for the facility.

Soka Performing Arts Center staff will make reasonable efforts to provide chairs, stands, public address systems and appropriate stage and house lighting as required by the sponsoring group, within the limits of the equipment available and staff constraints. Arrangements need to be requested in writing no less than 30 days prior to the event. It may be necessary for the Center to contract out for services to provide requested arrangements. The cost of these services will be passed on to the sponsoring group, and the General Manager’s office will inform the sponsoring group at least one week prior to the event of the likely costs associated with their request for special arrangements.

The Soka Performing Arts Center provides flexible seating in a variety of arrangements (details of possible arrangements are available from the General Manager’s office). Because there is substantial work involved in changing the facility’s seating arrangement, there will be a special charge to configure and reconfigure seating in facility according to the specifications of any interested groups. The minimum cost of reconfiguring the facility will be $600.

Soka Performing Arts Center staff can provide sound reinforcement system services for all on-campus and off-campus groups. Special sound arrangements must be requested in writing 30 days prior to the event. Extraordinary charges related to these services will be passed on to the sponsoring group. The General Manager will notify the group of the likely amount of these charges at least one week prior to the event. In all cases, Soka University of America will observe appropriate laws and licensing procedures governing professional performances and presentation of proprietary material.
The use of the Steinway and Yamaha Grand Pianos in the Soka Performing Arts Center are under the strict control of and subject to any stipulations presented by the General Manager. Written consent for use is required. Once authorization is granted, a damage deposit will be required to secure the use of the piano(s). This deposit is refundable upon determination by facility staff that no damage has occurred to the instrument. In the event that damage has been incurred, the cost of damage will be deducted from the deposit. Any damage repair costs in excess of the damage deposit amount shall be charged to the user and/or applicant.

A tuning fee will be charged to all users of the piano, based on the actual costs charged by the Soka Performing Arts Center’s independent piano technician. The current rate for tuning varies from $185.00 to $450.00 depending on day, time and notification of service. This rate is subject to change without notice, and is included here for informational purposes only. The Steinway and Yamaha grand pianos will be serviced only by the Center’s piano technician. User or applicant may provide their own piano tuner, however the Center’s piano technician shall oversee any work performed by user’s tuner and cost for Center’s piano technician shall be paid by the user/applicant.

Insurance

All off-campus groups must arrange to have Soka University of America named as an additional insured on their general liability policy specified to the following limits:

<table>
<thead>
<tr>
<th>Type</th>
<th>Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Each Occurrence</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Property Damage</td>
<td>$300,000</td>
</tr>
<tr>
<td>Personal Injury</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>General Aggregate</td>
<td>$2,000,000</td>
</tr>
</tbody>
</table>

The policy should define the duration of the event to be no less than the 24 hour period that includes the scheduled time of the event. A copy of the insurance certificate must be delivered to the Office of the General Manager fourteen days prior to the event.

All on-campus and off-campus groups are required to designate one individual who will be responsible to know the safety, security, and emergency procedures of the Soka Performing Arts Center and to convey the procedures to their group. The designated individual will need to schedule an appointment with the General Manager no less than two weeks prior to the event in order to review the procedures.

All off-campus groups using the Soka Performing Arts Center are directly and solely liable for any and all damages that occur in relation to their sponsored event, regardless of the cause of the damage(s). The Center may, at its discretion, charge a security deposit that will be due and payable prior to the event. The General Manager will set the amount of the deposit required. Failure to pay the deposit in a timely manner will result in the immediate cancellation of the sponsored event. Groups that are consistently unwilling or unable to follow the directions of the Center staff will not be permitted continued access to the facility.
Making Reservations

Arrangements for reserving the Soka Performing Arts Center should be made through the Office of the General Manager. Please contact David Palmer (949) 480-4380 to obtain the necessary forms and information or to schedule an event. The Center will be available on the following priority basis:

1) Soka University of America institutional programming
2) Soka Performing Arts Center public presentations
3) On-campus groups and individuals
4) Off-campus groups and individuals

The policies, costs and requirements described above are effective as of the revision date noted and are subject to change without notice.

Revised 1/2012