



Blue Mountain Community College *Administrative Procedure*

Procedure Title: Relationship between BMCC and College Community Theater
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Purpose/Principle/Definitions:

This procedure defines the relationship between BMCC and the College Community Theatre.

MISSION

The mission of the College Community Theatre (CCT) is to entertain, enlighten, and educate the diverse community in which we reside by producing plays through the unique collaborative effort of community volunteers and the Theatre Department of Blue Mountain Community College.

PLAY AND DIRECTOR SELECTION

The Theatre Instructor will function as Artistic Director and provide leadership in conjunction with the CCT officers in selecting plays for the upcoming season. The Artistic Director will, with the CCT officers, assign directing duties between him/herself, the CCT community participants, and the guest directors.

PLAY PRODUCTION

Plays are produced with the collaborative effort of the Theatre Department, the community, and often in the case of musicals, with the BMCC music department.

FACILITIES

The Theatre Instructor shall keep a calendar for theatre usage, tracking rehearsals, set construction, storage and removal, as well as the dates needed by the Music Department for their quarterly performances. It is expected that the theatre will be returned to a basic

classroom condition by the removal of all equipment, platforms and set pieces no later than Monday morning following the final performance of the CCT event. Any CCT–BMCC related events will take priority in theatre scheduling.

After consulting with the Theatre Instructor and his/her calendar of theatre usage, other groups may schedule performances in the theatre. Reservations of the theatre will be made with the Theatre Instructor at least thirty (30) days prior to an event. BMCC-related events shall require no fee for theatre usage. Off campus not-for-profit performances require a fee of \$50.00 to cover utilities, maintenance, overhead and wear-and-tear. For-profit or private parties wanting to use the Pioneer Theatre space will be charged more (to be determined prior to the event). These fees shall be paid to the BMCC Business Office no later than two days before the scheduled event. Usage of the light booth and light board shall be at the discretion of the Theatre Instructor. CCT shall not be required to operate lights or sound for any non-CCT event.

BMCC agrees to maintain and be financially responsible for the theatre, including backstage areas, lighting and sound equipment, seats, scrims, screens, curtains, rigging, and any other equipment existing in the theatre. During the rehearsal and performance of a CCT play, it will be that group's responsibility to keep the theatre areas in good housekeeping order. BMCC janitorial staff shall support this effort by providing a cleaning schedule backstage in the theatre as follows: During a play, public use areas will be cleaned daily, garbage in public use and backstage areas emptied daily, and dressing rooms cleaned daily. During general use of the Theatre, the above services will be provided weekly. If there is a special event in the Theatre, janitorial services will be provided both before and after the event.

All sets and set construction shall be designed in a manner that allows movement of the grand piano to and from the storage cabinet backstage, to the front of the stage area. Prior to any set construction, theatrical design plans will be submitted to the State Fire Marshal's Office, Pendleton, for review. Exits will not be blocked and set design shall not restrict sprinkler discharge.

No group using the theatre shall make structural changes of any college owned property. CCT shall be allowed use of room P-152 as a green room area, unless otherwise arranged. Reservations shall be arranged by the Theatre Director prior to the start of fall term classes. Scheduling will be made on the master room schedule.

BMCC recognizes that CCT is the owner of all props, flats, costumes, tools and other supplies as well as equipment purchased by, or donated to CCT. CCT maintains the right to remove such property in the event that the relationship between BMCC and CCT is terminated. The Theatre Instructor and Department may use all of CCT's property stored at the college unless otherwise specifically prohibited.

Distribution of keys to the theatre shall be at the discretion of the Theatre Instructor/CCT Artistic Director, working with the CCT officers and the director of the current production. BMCC recognizes that certain off-campus community participants shall be issued keys in order to fulfill their responsibilities toward the productions.

Use of the Copy Center shall remain a viable option for CCT publicity efforts, provided the requests are made in a timely manner. All deadlines for printing and layout shall be outlined by the BMCC staff in those areas, and shall be respected by the CCT.

BUDGET

In conjunction with the theatre director, CCT officers will establish a budget for the season, for each production, and shall make this document available to the BMCC finance office. The CCT may produce a supplemental budget or vote for unanticipated expenditures as required. The BMCC finance office manages funds and the CCT productions are consistently financially self-sustaining. No money from the college general fund goes to the production of the play season.

The Theatre Instructor/CCT Artistic Director and CCT President will have authority to approve expenditures for all CCT productions. All bills shall be submitted to the BMCC Business Office within 30 days of production, unless otherwise negotiated.

The director of each production will normally be paid \$1,000.00, if sufficient funds are available. CCT will be responsible for the director fees of the off-campus directors; BMCC will be responsible for paying director fees for BMCC Instructors, including Theatre or Music Department staff. Other fees or honoraria should be determined by CCT at the time the production schedule and budget is submitted. All income is the property of the CCT and will be deposited in the CCT account.

The BMCC finance office will provide the Theatre Instructor with a monthly detailed expenditure report to reflect theatre related expenses. The Theatre Instructor will provide a copy to the CCT treasurer.

The CCT officers, cast members, production staff and directors shall be covered by BMCC's liability insurance while engaged in theatre production activities at BMCC.

CCT officers include the President, Secretary/Treasurer, Production Manager, Public Relations/Marketing Manager and the Artistic Director, and shall be known as the CCT Executive Council. The Artistic Director is also the Theatre Instructor at BMCC. The CCT Council consists of eleven members who serve to help produce plays by assisting in all capacities, including being mentors to theatre students.