



Dear Community/Arts Organization:

Thank you for your interest in using the facilities at the Rose Lehrman Arts Center at HACC - Central Pennsylvania's Community College. We look forward to assisting you in planning your event.

Please read all attached documents and fill out the enclosed external facility request form. To complete your application you must provide proof of liability insurance covering the day of your event at least two weeks prior to the event (details below).

**Indemnification:** The Contractor shall hold HACC harmless from any liability costs, or penalties in any way resulting from the performance of the services related to this Contractor from the conduct or actions of any persons provided by the Contractor for performance of this agreement and will indemnify the College for any costs of defense paid because of actions of the Contractor or its employees in the performance of this agreement.

**Insurance:** The Contractor shall maintain Comprehensive General Liability Insurance in the amount of \$1,000,000 per claim, \$2,000,000 aggregate and Combined Single Limit (Bodily Injury & Property Damage) that will protect him from claims for damages and personal injury, including death, which may arise from operation under this Contract, whether such operations be by himself or by any subcontractor or anyone directly or indirectly employed by either of them. The certificates of insurance coverage shall name Harrisburg Area Community College as additional insured. Certificates of such insurance shall be filed with the Executive Director of Procurement and shall be subject to his approval for adequacy of protection prior to commencing work.

You must contact the theatre technical director at least two weeks in advance of your event date to facilitate technical preparations. Please contact her if you have any additional questions.

Sincerely,  
Lori Friedlander  
Technical Director - Rose Lehrman Arts Center  
717-780-3231  
lbfriedl@hacc.edu

## GUIDELINES FOR THE USE OF THE ROSE LEHRMAN ARTS CENTER

1. The Rose Lehrman Arts Center and HACC-Central Pennsylvania's Community College must be listed on all advertisements and printed materials. The College's logo should not appear on any advertising for your event.
2. Group representatives **MUST** contact the Theatre Technical Director (717-780-3231) at least two weeks in advance to discuss the final stages of set-up and/or any technical needs. If you have particular musical sound and acoustic needs please contact the Theatre Technical Director for suggested sound companies that you may contract directly. Our staff is **ONLY** able to handle basic sound needs for most events.
3. If you plan on using reserved ticketing, we ask your organization to use the Rose Lehrman Arts Center seating plan in the printing of tickets for your event. The Rose Lehrman Arts Center Theatre has 379 seats. The seating chart can be emailed to you. General admission seating has worked well for many community organizations.
4. The Rose Lehrman Arts Center is **NOT** responsible for the promotion and publicity of your event.
5. Receptions are possible before or after your event. Food and drink must be kept to the non-carpeted areas. **NO ALCOHOLIC** beverages will be served without prior approval from the College Chief Financial Officer. Decorations or special displays must be approved prior to the event. Please contact the Rose Lehrman Arts Center Technical Director as you plan your reception.
6. **ALL AREAS MUST BE RETURNED** to the condition in which you found them. Group members must clean all areas used for an event, including the theatre, green room, lobby, dressing rooms, gallery and kitchen. Trash should be disposed of in the appropriate receptacles. **Use of all types of aerosol glitter spray is prohibited in our facility.**
7. Groups who request the use of the grand piano **MUST** use Hess Piano Co. to tune the piano (Jim Hess 717-697-4111). Organizations will be billed by Hess Piano Co. for the tuning costs.
8. **ABSOLUTELY NO SMOKING, FOOD OR DRINK IN THE THEATRE AT ALL TIMES!**
9. Please read all of the materials attached. The College reserves the right to cancel this event if at any time the College believes information given by the applicant may be false or misleading or if, in the opinion of the College, the event may cause harm to the reputation of the College, be in conflict with the values of the College, or in any way endanger person or property.
10. Proof of liability insurance is due two weeks prior to your event. Exact details are outlined in the letter which you received as part of this packet. Failure to submit proof of insurance by this deadline will result in the cancellation of your reservation.
11. The College retains the right to charge a deposit to reserve your event. If you cancel your event, deposits will be refunded as follows:
  - cancellation 30 days or greater = 100% refund
  - cancellation at 15 days = 50% refund
  - cancellation less than 15 days = no refund

**ROSE LEHRMAN ARTS CENTER  
THEATRE REQUEST FORM – EXTERNAL USERS**

This form is for external requests only. Please type or print clearly, complete all information, sign, date, and submit to Lori Friedlander, HACC, One HACC Drive A120, Harrisburg, PA 17110 or [lbfriedl@hacc.edu](mailto:lbfriedl@hacc.edu).

- **PLEASE PROVIDE A CERTIFICATE OF INSURANCE NO LATER THAN TWO WEEKS BEFORE YOUR EVENT. FAILURE TO SUBMIT PROOF OF INSURANCE WILL RESULT IN THE CANCELLATION OF YOUR EVENT.**
- Please see HACC's COVID policy and ensure that your organization and audience are in compliance. The College reserves the right to cancel events due to COVID surges.
- **YOU ARE RESPONSIBLE FOR RESTORING THE AUDITORIUM, STAGE AND DRESSING ROOM AREAS TO THE STATE IN WHICH YOU FOUND THEM.** Please pick up all trash and sweep or mop if necessary.

Organization Name : \_\_\_\_\_ Date/Snow Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of event: \_\_\_\_\_

Organization Contact: \_\_\_\_\_

Date(s)	Start time	End time	Performance time	Space reserved	Anticipated Attendance

**SET UP REQUIREMENTS**

Audio Visual Needs: Podium/microphone: \_\_\_\_\_ Wireless mic: \_\_\_\_\_ handheld: \_\_\_\_\_ lavalier: \_\_\_\_\_  
Powerpoint: \_\_\_\_\_ Audio for powerpoint: \_\_\_\_\_ Laptop: \_\_\_\_\_ DVD: \_\_\_\_\_

Event description: \_\_\_\_\_

Send Bill To: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Will you have food backstage for performers? \_\_\_\_\_ YES \_\_\_\_\_ NO (please check one)  
Will you be serving food? \_\_\_\_\_ YES \_\_\_\_\_ NO (please check one)  
Will you be serving alcohol? \_\_\_\_\_ YES \_\_\_\_\_ NO (please check one)  
**IF YES, YOU MUST HAVE PRIOR COLLEGE APPROVAL (45 DAYS BEFORE EVENT).**

**A confirmation email will be sent to the address above. NOT VALID AS A RESERVATION UNLESS CONFIRMED.**

<p>OFFICE USE ONLY <b>ESTIMATED BILLING:</b> Insurance Form: _____  Deposit Amount \$ _____</p>
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If necessary, please attach a diagram of how you want the stage to be set.