



Iona College Waiver Form

LIABILITY RELEASE, WAIVER, DISCHARGE AND COVENANT NOT TO SUE

This is a legally-binding Release made by me, _____, to Iona College (the "College").

All Iona College Departments, Organizations and Clubs must adhere to the following rules and regulations regarding usage of The Doorley Auditorium and the rooms that encompass the usage of the auditorium. These rooms include: The Prop Storage room, The Box Office, The Lighting Booth, the classrooms that are used for dressing rooms, the paint closet, the bathrooms, and storage closets. Please note additional rules and regulations may apply for external groups using the facility.

Any students or groups who are involved in a theater production must sign a waiver and The Theatre Program Director, who also maintains all scheduling for The Doorley Auditorium will maintain a file containing all such waivers. These waivers are related to the risks in using equipment and maintenance and should always be conducted under proper supervision as defined below.

1. Under no circumstances should the lighting equipment in the auditorium be used without supervision of an experienced lighting designer and/or a member of the Facilities Management staff or The Theatre Program Director. A lighting designer, a member of the Facilities Management staff or The Theatre Program Director will also be used for all moving lighting equipment, installing equipment, maintaining equipment, adding additions to lighting equipment: Gels, Gobos, Barn doors and the like. No plugging, unplugging, reworking of existing lighting equipment is to be done except by the personnel stated. Any vendor would be required to be in contract with the college and provide appropriate insurance naming the college as additionally insured.
2. Similarly, unless either supervised by a trained set designer or employing a set designer, The Theatre Program Director or a member of the Facilities Management staff no one is to build, set up, or create any set pieces or build a set in the auditorium. This also goes for the removal of sets, set pieces and the like. Any outside vendor would be required to be in contract and provide appropriate insurance naming the college as additionally insured.
3. The Doorley Auditorium is to remain in a clean, orderly and safe environment for all people that use the facility.
4. The bathrooms are to be kept cleaned and any all items removed after performances, rehearsals and meetings. Facilities management should be notified to clean bathrooms when appropriate.
5. The prop room is to be maintained in a clean, orderly manner. Any broken items are to be thrown out. All items used in events are to be put back in its original location.
6. The box office is to be clear of debris, garbage, papers after every event. The refrigerator is to remain clean. The microwave is to remain clean. Computer use is for event planners only and for use pertaining to the events.
7. There is to be no unauthorized use of painting such as spray painting, paint removers, acrylics, stains or any other painting materials.
8. There is to be no changes to the infrastructure of the auditorium.
9. There is to be no removal of nails, ropes, pictures, picture frames, curtains, shades, shelves or other materials that are used to secure items or maintain safety in the auditorium.
10. The fire exits are to remain clear of any debris. At no time ever are the fire exits and the pathways leading to and from these exits to be blocked by any materials, equipment, clothes, tools and the like.

11. After every event the organizers are to ensure that the area is restored to the same condition of cleanliness as it was received for the next organization using the auditorium. This will occur no more than one week after the event.
12. There is to be no removal or deconstruction of any tables, chairs or any other furniture or other set pieces.
13. All paint brushes are washed and cleaned after every use. All brushes and paint supplies are to be cleaned in the basement of Doorley Hall.
14. The keys to the auditorium and rooms used for theatre productions and other events in The Doorley Auditorium are to be kept and used exclusively by Campus Safety and Security Department, Facilities Management Department and The Theatre Program Director. Groups needing access to this area will notify The Theatre Program Director for scheduling and Campus Safety and Security at the Annex in Spellman Hall at 633-2560.
15. The lighting booth and the sound booth are to be left after every use in its original condition. All CDs are to be removed from the CD players. The lighting booth and sound booth are to be cleaned after every production or event. No wires, plugs, microphones, handsets or other equipment is to be left in the room without proper storage of items.
16. After every production, all properties, equipment, costumes and all supplies used are to be stored in its proper location within one week of the close of the production.

To ensure that these provisions are being adhered to, The Theatre Program director will monitor the auditorium before every production or event and after every production or event and report any violation that takes place.

The violations of the rules and regulations can be reported by the facilities department, the staff or faculty of the college or any individuals that use the auditorium and needs to report them. The violations can be reported in an email to The Fine and Performing Arts Department and The Office of Student Development. If necessary, this report will also be filed with The Facilities Department, The Office The Dean and The Office of The Provost as well. The sanctions would then be enforced by The Office of Student Development.

Sanctions of any violations by internal constituents include:

One violation. A written and verbal warning. This is then filed with The Theatre Program Director, The Office of Student Development, The Office of The Dean, The Office of The Provost and any departments that need to be notified of the matter.

Two violations. Suspension of activities in the auditorium for one semester.

When a student group, club or other organization used The Doorley Auditorium, any damages incurred will be charged against their respective budget provided by the college.

When a non college organization uses The Doorley Auditorium, they are required to go through the Office of Conference Services and sign a contract. A deposit in the amount of two hundred and fifty dollars will be required in the event that property damage or equipment damage is caused from improper use of The Doorley Auditorium. Upon inspection of the auditorium by The Theatre Program Director, the deposit will be returned to the individual or individuals that have used the auditorium.

I have read this entire Release, I fully understand it and I agree to be legally bound by it.

THIS IS A RELEASE OF YOUR RIGHTS. READ CAREFULLY BEFORE SIGNING.

(Releasor's Signature) _____

(Parent or Guardian Signature if Releasor is under 18 years old) _____

Date _____