

Kalita Humphreys Theater Campus Equitable Access Rental Program

April 1, 2022

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Booking and Reservation Procedure

About Kalita Humphreys Theater

Located along Turtle Creek, the Kalita Humphreys Theater is a historical landmark in Dallas and provides optimal space for concerts, recitals, recordings, performances, lectures, meetings, and similar events. Owned by the City of Dallas and managed by Dallas Theater Center (DTC).

The Kalita Humphreys Theater includes various spaces available to rent for arts, cultural, and other events consistent with the purpose and goals of the facility. These guidelines set forth the procedures to be used for the advance reservation and booking of dates and spaces within Kalita Theater by both nonprofit and for-profit entities.

Requests for the use of the facility will be available through the Dallas Theater website, via an online facility request form.

Guiding Principles and Priorities

All efforts will be made to maximize the use of Kalita Humphreys Theater by providing as many organizations as feasible with dates for performances and accompanying rehearsals. The guiding principles are to prioritize access to the calendar and to accommodate future growth in the cultural sector, allowing for established, new and emerging organizations to have access to the space in the future. The following guiding principles and prioritizations will be used to schedule the facility:

- Dallas-based small and midsize non-profit arts theaters that reflect the diversity and vibrancy of the cultural sector of our community will have priority access to scheduling the facility.
- Year-round access to a varied selection of arts and cultural programs that include music, dance, theater, film, video, workshops, master classes, lectures, etc.
- Effective use of the facility, both in terms of the days booked and the audiences that will be served.
- Publicly accessible programs will have priority over private events (galas) or corporate rentals.

Schedule Requests

Requests to schedule events or activities at Kalita Humphreys Theater may be submitted a maximum of 12 months in advance of the beginning of the season. For the 2022-2023 season (September 1, 2022-August 31, 2023) the following schedule will apply:

March 1, 2022 Priority schedule requests for dates between September 1, 2022 and August 31, 2023

April 1, 2022 Calendar open to all interested parties, with schedule requests reviewed by Dallas Theater Center

Any facility request received after **April 1, 2022** will be held for consideration.

Right to Reserve Tier System

Kalita Humphreys Theater Campus will be operated as a multi-user facility with designated resident companies. A system of tiers has been devised to prioritize access to the calendar for the primary users of the space. This tier system was also designed to accommodate future growth in the cultural sector, allowing for new and emerging organizations to have access to the space in the future and for organizations to grow into their own space outside of the Kalita Humphreys Theater Campus.

Tier 1 - Dallas Theater Center

Tier 2 - Uptown Players and Second Thought Theatre

Tier 3 - Growing theater companies

Review of Schedule Requests Received by Priority Schedule Date

Organizations may submit hold dates to accommodate the events that they wish to present at the Kalita Humphreys Theater. In crafting their schedule request, the organization should consider

(a) load-in and load-out; (b) tech; (c) rehearsal; (d) performance time, including audience ingress and egress; (e) post-event Q&A or other types of activity.

Criteria for Resolving Conflicts

When two or more organizations of the same tier request the same date, all efforts will be made to discuss available dates with the organizations and reach a resolution that is mutually satisfactory. If this is not achieved through alternate scheduling, staff will apply the following criteria to determine which organization's schedule request is approved:

- Diversity of programming at the Kalita Campus (emerging groups in theater arts not represented elsewhere) (35 points)
- Non-Profit Theaters with maximum utilization of the venue (bookings for two or more weeks will have priority) (25 points)
- Attendance (realistic estimate of attendance for the public events; organization's attendance history in other locations will be considered) (25 points)

- Readiness of the organization to execute contract and pay deposit (15 points)

Date Challenges

Once an organization, without priority, has a confirmed hold and prior to the payment of the deposit (the “Original Date Holder”), if a scheduling request is received from another organization (the “Challenging Organization”), the following challenge process will be used:

1. The Challenging Organization must submit the required deposit [50% of expenses] and execute the Rental Agreement, subject to the release of the dates from the Original Date Holder. [Please note that the Challenging Organization’s deposit check will not be cashed immediately, but instead held by Dallas Theater Center until the challenge is resolved in the 72-hour (3 business days) period; if the challenge is not successful, the check will be returned to the Challenging Organization.]
2. DTC will contact the Original Date Holder to notify them of the date challenge; the Original Date Holder will have 72 hours (3 business days) to pay the appropriate deposit fee and execute the Facility Use Agreement.
3. If the Original Date Holder does not respond within the prescribed 72 (3 business days) hours, the dates will be released and contracted to the Challenging Organization.
4. If the Original Date Holder responds within the prescribed 72 hours (3 business days), the organization must (a) execute the Facility Use Agreement for the entire time period; and (b) provide the deposit to cover the entire time period covered in the Rental Agreement. In cases of a challenge, if the date is more than six months in advance of the event and the Original Date Holder is a priority organization, the deposit needed to retain the challenged date is 25%; for all other organizations, the customary 50% deposit will be required.
5. If the Original Date Holder or Successful Challenging Organization cancels the booking after the execution of the Facility Use Agreement and payment of the deposit, the full deposit amount will be forfeited.

In the event of multiple challenges received for the same date, please note that the challenges will be addressed in the order in which they were received (by date of receipt of the Challenging Organization’s deposit and signed Facility Use Agreement). In the event that two organizations submit a challenge for the same date on the same date, priority will be given to the organization that reflects the diversity and vibrancy of the cultural sector of our community. Consistent with best practices in venue management, once a Facility Use Agreement is signed and the deposit is paid, the date is not subject to challenge.

December (Holiday) Dates

DTC is committed to reserving a week off for all staff during the holidays and will not hold rentals for one week around Christmas. The Kalia Humphreys will be dark December 24, 2022 through January 2, 2023.

Single Night Rentals

In order to maximize the use of the space, it is anticipated that single night rentals may require flexibility to schedule. Staff will make all efforts to “match” single-night requests to allow for full weekend utilization; this may require that the “matched” organizations work with a shared light plot, have flexible rehearsal times, shared storage, and may impact the types of sets that can be used. For example, an organization requesting a Friday night rehearsal for a Saturday night performance may be asked to move the rehearsal to Thursday night and be “matched” by an organization that will perform on Friday night and rehearse on Wednesday night. Organizations interested in single-night events are encouraged to look at non-peak times or to partner with another organization.

Multi-Day or Multi-Week Events

Organizations may book a minimum of 14 consecutive days (two weeks) or three consecutive weekends (Thursday-Saturday) for an extended run. Each day is a 12 hour block and the organization must vacate the venue prior to midnight. Runs with consecutive days must have a 12 hours between the last person to close and shut down and the first person’s call on the following day. No more than one week / one weekend of this term may be “dark,” and shall not include production builds on site. If an organization decides to be partially dark during the time frame of reservation, the organization is still responsible for the entire base rate.

Facility Reservation Steps – Annual Deadline for Priority Schedule (November 15, 2021 for the September 2022-August 2023 Season)

1. By the annual deadline, please submit the Facility Request form to the DTC Assistant General Manager, via FMX through the DTC Website.
2. The DTC Assistant General Manager will review all Facility Request Dates using the policies outlined in these procedures.
3. Dates will be placed as “holds” on the calendar and the organizations will be notified.
4. Based on the information in the Facility Request form, a Cost Estimate and Rental Agreement will be prepared and sent to the organization. DTC staff may need to discuss technical rider and program details with the organization to provide a rental and cost estimate for the event.
5. The Organization will have 10 days from the time of issuance to return the signed Facility Use Agreement with the deposit to confirm the reservation.
6. If the Organization does not return the signed Facility Use Agreement after the 10-day period, the date will remain in the calendar as a “hold” and will be open to challenges.

7. Facility Use Agreements that are not executed 120 days prior to the first day of the rental period shall be null and void; the date(s) will be released from any holds and will be available for other rentals.

Facility Reservations – After the Annual Priority Schedule Deadline (after March 1, 2022 for the September 2022-August 2023 Season)

1. Contact the DTC Assistant General Manager by email to check date availability. Please note that availability information will be provided after the date requests received by March 1, 2022 are processed – This information will most likely not be fully processed until late-April 2021).
2. If an available date is found and agreed upon, the Organization will be asked to submit the online Facility Request Form within 48 hours. The date will be placed as a “hold” on the calendar for 48 hours.
 - a. Upon completion of the Facility Request Form, the organization will provide technical and event details. Following, DTC will provide estimated cost of labor and rent for the organization.
 - b. Based on the organization's acceptance of the estimated cost, a Facility Use Agreement will be prepared and sent to the organization.
 - c. The Organization will have 10 days from the time of issuance to return the signed Facility Use Agreement with the deposit to confirm the reservation.
 - d. If the Organization does not return the signed Facility Use Agreement after the 10-day period, the date will remain in the calendar as a “hold” and will be open to challenges.
 - e. Facility Use Agreements that are not executed 120 days prior to the first day of the rental period shall be null and void; the date(s) will be released from any holds and will be available for other rentals.
3. If no available dates are found, and the Organization wishes to challenge a date, the DTC Assistant General Manager will implement the Challenge Process as outlined in these guidelines. A Facility Request Form must be fully completed for DTC Staff to develop a Facility Use Agreement and determine the deposit amount. Challenges will not be processed without a Facility Request Form.

Short-term Scheduling

In the event that a reservation is requested for an event that is for a date closer than 30 days, the turnaround times for forms, signed agreements and payments will be determined at the sole discretion of the DTC Assistant General Manager.

Periodic Review of the Reservation Procedures

Kalita Humphreys Theater Booking and Reservation Procedure will be reviewed in planning for future seasons. During the initial years of DTC operations, it is expected that these procedures will require periodic revisions and fine-tunings. The annual review will be in partnership with OAC.

Kalita Humphreys Theater Campus

3636 Turtle Creek Blvd, Dallas, TX 75204

Deadline for Priority Consideration: 11/15/2021

All applications are reviewed on a first-come, first-served basis

*All organizations or individuals requesting dates for arts and cultural events at Kalita Humphreys Theater Campus must complete and submit this form to the Assistant General Manager at Dallas Theater Center. Please note that submission of this form **DOES NOT GUARANTEE AVAILABILITY OF SPACE, NOR CONFIRM DATES** and that calendar availability, rental rates, fees, deposits, and certificate of insurance will be required. Due to the volume of requests for the use of the facility the availability of dates is limited and competitive. When requesting multiple event dates within the season, **PLEASE SUBMIT A SEPARATE FORM FOR EACH INDIVIDUAL EVENT.***

Name of Organization									
Organization Address (include city, state, and zip code)									
Organization Federal ID #									
Organization Website									
Does Organization Have:		Facebook	<input type="checkbox"/> Y <input type="checkbox"/> N	Instagram	<input type="checkbox"/> Y <input type="checkbox"/> N	Twitter	<input type="checkbox"/> Y <input type="checkbox"/> N	Other (Specify)	<input type="checkbox"/> Y <input type="checkbox"/> N
Primary Contact Name				Primary Contact Position					
Primary Contact E-Mail Address									
Primary Contact Phone Number									
Secondary Contact Name				Secondary Contact Position					
Secondary Contact E-Mail Address									
Secondary Contact Phone Number									
Does the organization have current 501(c)(3) nonprofit status? When your date is confirmed we will need a copy of your IRS 501(c)(3) letter. This is a requirement for receiving the reduced non-profit rental fee.							<input type="checkbox"/> Yes <input type="checkbox"/> No		
Is the organization's mission primarily arts and cultural?							<input type="checkbox"/> Yes <input type="checkbox"/> No		
Is the organization based in the City of Dallas?							<input type="checkbox"/> Yes <input type="checkbox"/> No		
Please indicate your organization's annual operating revenues for the most recently completed fiscal year							<input type="checkbox"/> Under \$500,000 <input type="checkbox"/> Between \$500,001-\$1 million <input type="checkbox"/> Over \$1 million		
Does the organization plan to present its full season at the facility?							<input type="checkbox"/> Yes <input type="checkbox"/> No		
Does the organization own, lease or have committed access to a performing facility?							<input type="checkbox"/> Yes <input type="checkbox"/> No		
Has the organization rented / used DTC-owned performing arts space before?							<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please list DTC-owned performing arts space(s) used: <i>(DTC spaces include the HELDT Building, Bryant Hall, Meadows Conference Room, Frank's Place, Wynne Studio, and the Kalita Humphreys Theater.)</i>									
▼▼▼ FOR DTC STAFF USE ONLY ▼▼▼									

Date Received: _____ **Priority Status:** ___ Yes ___ No **Request Approved:** ___ Yes ___ No
 No

Primary Date(s) Available: ___ Yes ___ No **Secondary Date(s) Available:** ___ Yes ___ No

Select Space(s) the organization is interested in renting	<input type="checkbox"/> Kalita Humphreys Theater <input type="checkbox"/> Frank's Place Room <input type="checkbox"/> Wynne Studio	<input type="checkbox"/> Bryant Hall <input type="checkbox"/> Meadows Conference
Primary Date(s) Requested (Month/Day/Year)		
Secondary Date(s) Requested		
Purpose of Rental/Description of Event (Please be specific)		
Total # of Rehearsals		
Total # of Performances		
Total # of Student Matinees		

TECHNICAL REQUIREMENTS		
GENERAL INFORMATION		
Total Performers		Stage Manager Name
Do you require the orchestra section for the musicians?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you require a piano for your performance?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you require video projection for your performance?		
Do you plan to record the event? (video or audio)	<input type="checkbox"/> Audio <input type="checkbox"/> Video	
Will busses be utilized to transport Performers to the campus?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the organization seeking to use any of DTC's scenery, props or set pieces?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the organization require DTC to remove any of its stage scenery or equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
What type of scenery, set pieces or physical equipment is the group looking to bring into the space? Please Explain.		
Are there any other special needs for the stage that the group is requesting? Please Explain.		
Is the group bringing their own lighting equipment or expecting to use house inventory?		
What type of lighting is the organization seeking to accomplish? (E.g. general stage washes, theatrical looks, specials, etc.)		
Does the organization's lighting needs require DTC to move or refocus any of its lighting equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the organization need the use of Spotlights?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the organization seeking to use any special effects like haze, fog or pyrotechnics?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is this organization bringing their own Audio and/or Video Equipment or expecting to use house inventory?		
In general, what type of sound needs does the organization have? (Speaking, performing, live music, etc.)		

In general, what type of video needs does the organization have? (Basic presentation, projection, multiple-screens, etc.)	
What type of amplification is the organization needing? (Handheld microphones, body mics, shotgun mics, etc.)	
Does the organization's audio or video needs require DTC to move or relocate any of its equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the organization require the usage of a Lead Audio Engineer (A1) for mixing purposes or an Audio Technician (A2) for microphones or backstage needs?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the organization require the usage of a Video Production Engineer (V1)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the organization be delivering all audio files (if any) in advance of their rental day?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does this group have any additional special audio/video needs or considerations?	
Does this group require the usage of dressing rooms or backstage changing areas?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Please review the technical specifications for the DTC available online (link).</i>	

FRONT OF HOUSE INFORMATION			
GENERAL INFORMATION			
Is the event open to the public or a private event?	<input type="checkbox"/> Public <input type="checkbox"/> Private		
If private, how will attendance be tracked?			
If public, please list box office service provider:			
Projected on-sale date:			
Phone number for box office:			
Projected audience (attendance):			
Will seating for the event be:	<input type="checkbox"/> General Admission <input type="checkbox"/> Reserved		
Will the event have an intermission (15-minute minimum)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	How Long?	
CATERING NEEDS			
Will there be a reception during the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please provide details:			
Will a seated meal be served during the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
ADDITIONAL EVENT DETAILS			
Will there be a pre-show discussion prior to your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Will there be a post-show Q&A following your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Will there be a Meet & Greet during your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please provide details:			
Will busses be utilized to transport Patrons to the campus?	<input type="checkbox"/> Y <input type="checkbox"/> N	How Many?	
Will you need any special set-up in the lobby area?			

AFTER APPROVAL OF REQUEST FORM IS RECEIVED, A MANDATORY MEETING WITH DTC STAFF MEMBERS WILL BE REQUIRED TO FINALIZE EVENT DETAILS.

I understand that submission of this Facility Request Form does not guarantee the availability of space nor does it provide authorization or confirmation for the use of the facility. I understand that if space is available, an official use agreement outlining the terms of use will be sent to me; only after execution of the official use agreement will the use of the facility for this event be authorized. I have read and understand the Dallas Theater Center Booking & Reservation Procedures.

Signature of authorized organization representative

Date

Rental Rates

The Base Rental is the basic fee that pays for the use of any space on the Kalita Humphreys Theater Campus for the allotted amount of time, utilities, along with basic lighting and sound equipment. The rental fee does not include optional labor, cleaning fee, ushers, security, and special lighting and sound equipment.

Per Day - 12 Hour Block (Must end prior to Midnight)

Per Week - 7 Day week with 12 Hour days

KALITA HUMPHREYS THEATER/ PRODUCTION

Description	Rates	Included
<p>Seats: 497 people</p> <p>Our largest space available. There is an orchestra and mezzanine level and ADA seating arrangements as well.</p> <p>Ideal for productions, dance recitals, concerts, other large events</p>	<p>Corporate Base Rate:</p> <p>\$1,500 per day \$10,500 per week</p> <hr/> <p>Non-Profit Base Rate for Performances:</p> <p>\$1,000 per day \$7,000 per week</p>	<p>Included in rent:</p> <ul style="list-style-type: none"> - Janitorial Services - Access to theater space, greenroom, dressing rooms, one (1) office - Onsite storage - Tech package

FRANK'S PLACE

Description	Rate	Included
<p>Seats: Approx. 40-50 people</p> <p>One of our larger studio spaces.</p> <p>Ideal for small performances, intimate productions, improv shows, comedy shows, lectures, workshops, master classes, rehearsals</p> <p>Not handicap accessible.</p>	<p>Base Rate:</p> <p>\$150 per day</p>	<p>Included in rent:</p> <ul style="list-style-type: none"> - Janitorial Services - Access to one (1) office - Onsite storage - Tech package

WYNNE STUDIO

Description	Rate	Included
<p>Seats: Approx. 30 people</p> <p>Our smallest studio space.</p> <p>Ideal for small workshops, lectures, rehearsals, classes</p> <p>Not handicap accessible.</p>	<p>Base Rate:</p> <p>\$100 per day</p>	<p>Included in rent:</p> <ul style="list-style-type: none"> - Janitorial Services - Access to one (1) office - Onsite storage - Tech package

HELDT: BRYANT HALL BLACK BOX

Description	Rates	Included
<p>Seats: Approx. 40-75 people</p> <p>Our Black Box space. Very open, flexile, and adaptable.</p> <p>Ideal for experimental, immersive, intimate performances, any productions wanting to produce in a black box.</p>	<p>Corporate Base Rate:</p> <p>\$450 per day \$3,150 per week</p> <hr/> <p>Non-Profit Base Rate:</p> <p>\$200 per day \$1,400 per week</p>	<ul style="list-style-type: none"> - Janitorial Services - Access to Lobby, Kitchen, Breakroom, One (1) office in suite, One (1) Artistic Office - Onsite storage - Tech package

HELDT: MEADOWS CONFERENCE ROOM

Description	Rates	Included
<p>Seats: Approx. 30-45 people</p> <p>Our large meeting space includes a kitchenette.</p> <p>Ideal for large group meetings and presentations</p>	<p>Base Rate:</p> <p>\$100 per day</p>	<ul style="list-style-type: none"> - Janitorial Services - Access to Conference room and Kitchenette

Staffing Included in Base Rate

All rentals include a Technical Operations Manager. All DTC personnel are subject to overtime rates of 1.5 times the base rate for hours worked over 8 in one day. Included in rental fee with a 4 hour minimum call. Every additional hour is the hourly rate listed below.

The Technical Operations Manager is responsible for ensuring proper maintenance of equipment of the Kalita Humphreys Campus, in coordination with production departments for repairs and inventory updates, and the safe operation of all onsite technical equipment. They will also serve as site technical supervisor during load-ins, technical rehearsals, shows and events. Also, assists in the maintenance, supply, and repair of equipment, parts, and tools necessary for operation of lighting, sound and stage, among other responsibilities.

Production Support: \$25.00 an hour

Optional Staffing and Labor Costs

All rentals can include staffing based on the renter's needs. Staffing is available upon request. DTC personnel are subject to overtime rates of 1.5 times the base rate for hours worked over 8 hours in one day. DTC personnel scheduled past 9:00 pm will be paid overtime rate.

House Manager: \$30.00 an hour

Box Office Associates: \$25.00 an hour

Ushers: \$20.00 an hour

Security Services: \$40.00 an hour

On-site Facilities Technician: \$25.00 an hour