



CEPA - The Pell City Center

For Education and Performing Arts

RENTAL POLICIES AND PROCEDURES

AVAILABILITY

- Organizations, Businesses and Individuals can schedule events in the CEPA Lobby and Theater at any time, provided the facility is not reserved. The Gymnasium and Enhanced Backstage Area are available after 4 p.m. Monday-Friday and at any time Saturday and Sunday.
- A Rental Agreement and corresponding Rate Schedule must be completed and approved a minimum of 30 days prior to any event. Rate Schedules are available by contacting CEPA Management.

EQUIPMENT

- Only approved technicians can operate light, sound, screen, curtain and fly systems. To schedule an outside technician, contact the CEPA Executive Director. Additional charges may apply.
- Only approved personnel are permitted on catwalks, backstage and in the technical booth.
- All systems must be restored to what is termed neutral position or pre-set position immediately following rental period.
- Performance lighting is not to be used during rehearsals. It can only be used for performances, dress rehearsals, tech rehearsals, and as needed to make lighting setups for event.
- The movement of any lighting instrument must be approved

by CEPA Management staff and performed by an approved technician.

- The movement of curtains, travelers, and legs must be approved by CEPA Management staff and performed by an approved technician.
- Pyrotechnics of any type are not permitted. Contact CEPA Management to determine if your
- Any failure of light, sound, curtain, fly or other systems should be reported immediately to CEPA Management who will coordinate repairs if necessary.

PRODUCTION

- For scripted performances, Renter must submit a script to CEPA. It must be approved in writing prior to the event.
- Additional sound equipment, set pieces, props or additional items used on the stage or within CEPA must be approved by a member of CEPA Management.
- All fabrics used in set construction or on stage other than costumes must meet fire codes for stages as set up by local and state fire marshals.
- All attachments to the stage must be approved by CEPA Management staff and installed under supervision.

FACILITY CLEANUP

The facility must be cleaned immediately following its use, and

cleanup time should be accounted for and scheduled using the Registration Form. To schedule outside cleanup, contact the CEPA Executive Director. Additional charges may apply.

- Prompt removal of sets and costumes is very important due to the continued usage of the theatre by both community and schools alike.

CONCESSION SALES

- CEPA can provide staff to handle concession sales in accordance with the Rental Agreement. If Renter does not use approved CEPA services, a plan for concessions procedures and cleanup must be submitted no later than 14 days prior to the scheduled event.
- No concessions may be sold, and no food or drinks will be allowed in auditorium or gymnasium unless coordinated in the Rental Agreement.

SECURITY

- During events, a member of City Administration or the Reserving Department administration must be on-site from setup to final walkthrough. The event will not be permitted to proceed until an approved administrator is on-site.
- Events expected to exceed 500 in attendance must have CEPA Management-approved security personnel on-site.

JEFF THOMPSON, EXECUTIVE DIRECTOR

o: (205) 338-1974 | c: (256) 466-0715 | email: director@pellcitycepa.com | pellcitycepa@gmail.com