



Building dreams, inspiring audiences and creating dramatic opportunities

**BISHOP ARTS THEATRE CENTER
ARTS BUSINESS INCUBATOR CENTER**

BUILDING RULES AND REGULATIONS

- 1.) A permanent lease will be signed after a ninety (90) day probationary period.
- 2.) Incubator organizations must be self-serve organizations with their own personnel. TeCo Theatrical Productions, Inc., (LESSOR) the managing agency, will not provide administrative staff. The TeCo business offices and office equipment located on the first floor are off limits to all persons attending meeting, rehearsals or events. All office phones are off limits – no exceptions.
- 3.) Rent is due and payable on the first of each month. If rent is more than 5 business days late, a late fee of \$20 per day will apply.
- 4.) The Bishop Arts Theatre Center (BATC) is a non-smoking, environmentally friendly facility that bans the use of spray paint or the use of any toxic cleaning agents throughout the building.
- 5.) Lessor will supply one (1) set of keys to each Lessee, to be surrendered to Lessor upon termination of this Lease. **Keys are the property of the LESSOR** and will be dispensed to an authorized representative of Lessee's organization, and may not be loaned to or given to anyone else under any circumstances. Keys may not be copied. If a change in personnel occurs, keys must be returned to TeCo's Business Office and a new Lessee representative will be authorized and given a key to the BATC.
- 6.) A directory will be placed by Lessor, at its own expense, in the main entry of the building. No other directories shall be permitted, unless previously consented to by the Lessor in writing.
- 7.) Daily mail collection and sorting will be provided in the Business Office by the Lessor to the Lessee at no cost.
- 8.) The Bishop Arts Theatre Center has rooms that are available for rent: The performance hall, learning laboratory/multipurpose room and the lobby area. There is a rental fee for each space (see Facility Rental Rates). **All rehearsals must be scheduled through TeCo's Business Office.** Lessees will have the use of the Conference Room (1st Floor) at no cost on an as-scheduled basis, not to exceed two (2) such meetings per month per Lessee. Additional times as available can be reserved with the Business Office.
- 9.) Activities unrelated to general rehearsals are not permitted without authorization by the TeCo staff. Such activities include parties, receptions, blood drives or any activities benefiting political candidate or cause.
- 10.) A minimum of thirty (30) days prior notice is required for reservation of studios, public areas and/or performance halls. In the event of conflicts for space, Lessor will attempt to arrive at a mutually acceptable accommodation, provided that Lessor's decision will be final. Lessee's

may not trade usage times with other organizations and may not reserve space on behalf of another organization or individual. Cancellation notice must be received at least 48 hours in advance for rehearsal and meeting spaces or you will be charged the full amount of the room fee. For performance space usage, a separate contract must be signed. Different rules and cancellation policies may apply according to the contract.

- 11.) The copy machine in the Arts Business Incubator Center will be available to Lessees at .5 cents per copy charge as determined by Lessor with fees billed monthly.
- 12.) Lessee will refer all contractors, contractor's representatives, and installation technicians, rendering any service to Lessee, to Lessor for approval. This provision shall apply to all work performed in the Arts Business Incubator Center including installations of telephone, computer equipment, electrical devices and attachments, and installations of any nature affecting floors, walls, woodwork, trim, windows, ceilings, equipment or any other physical portion of the building.
- 13.) Movement in or out of the building including installations of telephone, computer equipment, electrical devices and attachments, and installations of any nature affecting floors, walls, woodwork, trim, windows, ceilings, equipment or any other physical portion of the Building must be approved and supervised by the Lessor.
- 14.) Movement in or out of the building of furniture or office equipment, or dispatch or receipt by Lessee of any merchandise or materials, which requires use of the elevator or stairways, or movement through Building entrances or lobby shall be restricted to hours designated by Lessor. All such movement shall be under supervision of Lessor and will be in the manner agreed between Lessee and Lessor by prearrangement before performance. Such prearrangement initiated by Lessee will include determination by Lessor and subject to its decision and control, as to the time, method, and routing of movement and as to limitations imposed for safety or other concerns which may prohibit any articles, equipment, or any other item from being brought into the Building. Lessee is to assume all risk as to damage to articles moved and injury to persons or public engaged or not engaged in such movement, including equipment, property, and personnel of Lessor if damaged or injured as a result of acts in connection with carrying out this service for Lessee, from time of entering property to completion of work; and Lessor shall not be liable for acts of any person engaged in, or any damage or loss to any of said property or persons resulting from any act in connection with such service performed for Lessee.
- 15.) No signs, advertisements or notices shall be painted or affixed on or to any windows or doors, or other parts of the building, except of such color, size, and style and in such places as shall be first approved in writing by Lessor. No nails, hooks, screws shall be driven or inserted in any part of the Building, except by Lessor's approval, nor shall any part of the Building be defaced by Lessee.
- 16.) No portion of Lessee's area or any other part of the building shall at any time be used or occupied as sleeping or lodging quarters.
- 17.) Lessee shall not place, install or operate in any part of the building, any engine, equipment or machinery, or maintain, use, or keep any inflammable, explosive, or hazardous material without written consent of Lessor. This includes copy machines, refrigerators, and/or any other electrical device with high utility consumption.
- 18.) Lessor will not be responsible for lost or stolen personal property, equipment, money, or jewelry from Lessee's area or public rooms regardless of whether such loss occurs when the area is locked against entry or not.

- 19.) No birds or animals of any kind shall be brought into or kept in or about the building.
- 20.) Lessor will not permit entrance to Lessee's offices by use of keys controlled by Lessor to any person at any time without written permission by Lessee, except employees, contractors, or service personnel directly supervised by Lessor.
- 21.) The entries, passages, doors, elevators, elevator doors, hallways or stairways shall not be blocked or obstructed; no rubbish, litter, trash, or material of any nature shall be placed, emptied or thrown into these areas, and such areas shall not be used at any time except for ingress or egress by Lessee, Lessee's agents, employees, or invitees to or from the Demised Premises. Lessor will provide basic janitorial services including removal of standard trash from standard receptacles. Any trash beyond normal and customary, will be removed by Lessee including boxes, large accumulations from reorganizing or semi-annual cleaning, or other debris too large for standard trash receptacles. At no time, will trash be placed in halls or common areas.
- 22.) Candles, oil lamps, spray paint or other open flames are not permitted in offices or common areas. Sterno is allowed in conjunction with approved catering in rooms designated for public functions.
- 23.) Food and beverages are not allowed in the performance areas, learning laboratory/multi-purpose rooms or the balcony suite areas.
- 24.) Reasonable care will be taken when using extension cords and power strips not to overload the circuits or plug too many cords into one outlet. Lessor reserves the right to remove cords and power strips that pose a hazard due to overloading. Extension cords will be taped down or properly secured in open areas.
- 25.) Plumbing fixtures and appliances shall be used only for purposes for which constructed, and no sweeping, food waste, rags, or other unsuitable material shall be thrown or placed therein. Damage resulting to any such fixtures or appliances from misuse by Lessee shall be paid by Lessee, and Lessor shall not in any case be responsible therefore.
- 26.) Lessee shall not do, or permit anything to be done in or about the BATC or bring or keep anything therein, that will in any way increase the rate of fire or other insurance on the building, or on property kept therein, or obstruct or interfere with the rights of, or otherwise injure or annoy, other tenants, or do anything in conflict with the valid pertinent laws, rules or regulations of any governmental authority.
- 27.) Should your organization be the only group occupying the building, we strongly urge you to keep the front door locked for security reasons. Likewise, if a representative from you organization is the last person to leave the building, you are responsible for lock up and securing the building.
- 28.) All organizations are required by the lease agreement to show proof annually of adequate general liability insurance. TeCo Theatrical Productions is not responsible for the contents of the incubator tenant's office or any liability that may arise as a result of activities scheduled by tenants whether these activities occur in their office area or in other areas of the building.
- 29.) Large vehicles such as RV's trailers, boats, semi-trucks, panel trucks or other large vehicles may not be parked in or around our building.
- 30.) The following fines will be assessed for violations:

- Failure to turn off lights after use of room: \$25
- False alarm caused by improper lock-up or entry: \$100
- Failure to leave room clean: \$75
- Failure to return tables to storage: \$50
- Failure to remove trash after meetings/rehearsals: \$50

Rehearsal/meeting privileges will be terminated indefinitely if there are frequent violations.

LESSEE: _____

LESSOR: _____
Teresa Coleman Wash, TeCo Theatrical Productions, Inc.

These Building Rules and Regulations are subject to change from time to time by Lessor and written notice delivered to Lessees.