



### **Performing Arts Center Rental Guidelines**

These guidelines are provided for all groups renting and utilizing the Performing Arts Center for events. Additional guidelines may be adopted and enforced as necessary.

- Primary applications must be submitted at least **1 month** in advance of the first date of venue rental.
- Any changes to an application must be submitted in e-mail or writing to the PAC or Facilities Services Office no later than 1 week prior to the event date.
- Applications are reviewed on a bi-weekly basis.
- Napa Valley College does not provide marketing support for non-academic events.
- Smoking is prohibited in the Performing Arts Center building.
- Animals, other than service animals, are not allowed in the venue.
- Nothing may be affixed to venue interior or exterior walls, floors or architectural components. Decorations or signs may not be placed in the venue without prior approval by Napa Valley College staff.
- As a condition of using college facilities, please include the following disclaimer in all public announcements:

"This event is not sponsored nor endorsed by the Napa Valley Community College District."

- COVID-19 Additions:
  - All event attendees must be masked at all times while indoors, regardless of vaccination status.
  - Performers, staff and volunteers must remain masked at all time.  
Only exception:
    - Performers/staff on stage may unmask during a performance ONLY if all performers on stage are vaccinated. If at least one individual on stage is not vaccinated, all must remain masked.