KSU Dance Theater Rental Fees

Specific needs and fees for each production will be determined through discussions with the Production Coordinator or the Technical Director.

Facility Rental Fee: $2,000 per day or $8,000 per week

Event Staff:

Theater Manager: $25 per hour

- The Theater Manager is on duty whenever you are in the theater, including setup/shutdown time before and after the reservation. The Theater Manager oversees the use of the space, manages the technicians on duty, and interfaces with the overall facility and other departments.

Stage Manager: $25 per hour

- Unless someone from the visiting team will be dedicated to calling cues, a Stage Manager can be scheduled. They will call lighting and sound cues, interface with lighting and sound operators, help solve production-related issues through the rehearsal process, and coordinate with House Management before showtime. All those tasks must be taken care of by a member of the visiting production team if a Stage Manager is not requested.

Backstage Technician: $25 per hour

- The Backstage Technician is on duty whenever you are working, rehearsing, or performing on stage. They help ensure the safety of performers and the proper use of equipment. They will open and close the main curtain and manage the house lights. They can also help set props, place spike marks, sweep the stage, etc. as needed.

Lighting Technician: $25 per hour

- The Lighting Technician is present to program the lighting cues during rehearsals and to run the light board during the show. They are called whenever stage lighting is needed during rehearsals or performances.

Audio Technician: $25 per hour

- The Audio Technician is present to load music files, set audio levels, set up additional audio equipment (mics, monitors, etc.), and run the sound board and wireless microphones for the event. They are called whenever the theater sound system is in use.

Additional Technicians may be called upon for other needs (projection, follow spot, A2, additional hands backstage, etc.). Certain responsibilities must be taken care of by KSU Technicians, not visiting team members or volunteers. KSU Technicians are not available for things like setting up tables in the lobby, cleaning the dressing rooms, taking tickets, directing patrons to their seats, etc.

Labor Policies Overview:

- All shifts are paid a five-hour minimum.
- For shifts longer than six hours, a one-hour meal break must be scheduled near the middle of the day.
- For shifts longer than ten paid hours, a rate of 1.5x comes into effect starting at hour ten.
- Shifts on university holidays pay 1.5x.

Event Support Services:

House Management: $70 per performance

- House management is present to facilitate the guest experience as they enter the theater. They ensure the seating process is orderly and that capacity for the theater is not exceeded. In case of an emergency, House Management is trained in proper evacuation and safety procedures. House Management is required for any event of 100 people or more, or as deemed necessary by the Dance Theater staff.

Custodial Services: $300 per day

- Custodial services are necessary to clean the lobby and restrooms after shows and empty trash in the lobby and backstage. Custodial will empty trash in the dressing rooms after-hours. Custodial Services are required for any event of 100 people or more, or as deemed necessary by the Dance Theater staff.

Parking: As determined by the Parking Department

- A parking fee is necessary for any event that invites non-campus guests to attend. The Parking Department will identify a parking lot for the event, which will be available for patrons to use.

KSU Police Department: As determined by the KSU Police Department

- KSU policy requires that one Security Officer or Police Officer be present at events on campus of over 250 attendees. Their rate is $65 per hour while the audience is present, for a minimum of four hours.

Work outside normal facility operating hours: As quoted based on the current semester/season

- The Dance Theater is inside a facility with set operating hours. If a show or rehearsal is to take place outside these normal operating hours, a fee may be charged per hour to staff the building and to arrange for doors to be unlocked.