Usage Policies

Waco Hall Event Guidelines and Policies

Updated August 2011.

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1. **Adhesives**

   The use of tape, adhesives or fasteners (nails, tacks, screws) of any kind is prohibited on all surfaces in audience or public areas of the building including the lobby area floors, walls or furniture.

   Special tape is required for use on carpeted and stage floor surfaces, and may be purchased on site. Contact the Waco Hall Director or his representative for details.

   It is ultimately the responsibility of the Lessee to ensure that their service contractors remove all tape from floor surfaces during move-out of the event. Should tape be left over from an event, the Lessee will be billed for the labor required to remove the tape.

   The Lessee will be billed for labor and materials for damages resulting from non-adherence to these adhesive requirements.
Any deviation from this policy must be in writing from the Waco Hall Director or his representative.

2. **Alcoholic Beverages**
   No alcoholic beverages are allowed within Waco Hall or on the campus of Baylor University.

3. **Animals**
   With the exception of service animals and service animals-in-training, animals for the purpose of exhibition or performance are not permitted in Waco Hall without prior written approval from the Waco Hall Director or his representative.

4. **Audio**
   A Waco Hall audio technician must be on site during all hours of an event when the facility's sound system and/or equipment will be used. The Lessee will be billed for all labor resulting in the use of house systems or equipment.

5. **Automobiles**
   Personally owned vehicles may not be driven into Waco Hall at any time.

6. **Balloons**
   Helium balloons are not allowed in any part of Waco Hall, either for display or for sale. For decoration purposes, air-filled balloons may be used. The Lessee is responsible for informing all exhibitors of this policy. Waco Hall reserves the right to remove any helium-filled balloons at the Lessee's expense.

7. **Banners**
   Event-related banners may be displayed in various locations inside and outside of Waco Hall with prior approval. Banner designs and requests for banner locations must be submitted in writing to the Waco Hall Director or his representative no later than 30 days prior to your event. Please contact the Waco Hall Director or his representative for more information.

8. **Box Office**
   See "Ticketing."

9. **Broadcasting/Recording**
   Licensee shall not, and shall not permit others to, broadcast, telecast, record or reproduce any rehearsal, performance or parts thereof in or about the premises without the prior express written consent of the Waco Hall Director and Artists of
Artists Agency. Licensee must sign the Application for the Baylor University Photography, Motion Picture, Video and Television Permit form stating that all rights have been secured and fees have been paid. Camera locations and equipment locations must be approved by the Waco Hall Director, or his representative. No tripods or other devices are allowed to be placed in the aisles. Licensee shall be responsible for the payment of all fees, cost and personnel expenses and other charges related to any such broadcast, telecast, recording or reproduction prior to engaging in any such activity. Exceptions may be made for news media or other production media when advance arrangements are made in writing with the Waco Hall Director and are approved by Artist or Artist Agency. Waco Hall Management reserves the right to confiscate equipment for the duration of the performance or evict violators. Licensee shall include the following written credit line on any commercial recordings made within Waco Hall: "Recorded at Waco Hall, Baylor University."

10. **Carpet Tape**  
   See "Adhesives."

11. **Catering**  
   In Waco Hall, catering must be provided by Baylor Dining Services.  
   
   See also, "Food and Beverage Policies."

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12. **Concessions**  
   Kappa Kappa Psi is the preferred vendor to provide food and beverage items sold or distributed during the event. The Waco Hall Director or his representative must approve any other arrangements in writing.

   Food and beverage items are not permitted in the auditorium of Waco Hall.

   See also, "Food and Beverage Policies." and "Damage."

13. **Confetti**  
   The use, display or throwing of confetti, glitter, rice or other particulate is prohibited within Waco Hall. The Lessee will be billed for the labor and materials required for clean up resulting from non-adherence to this policy.

14. **Crate Storage**  
   The Lessee's general services contractor (decorator) shall provide crate storage. Areas contracted by the Lessee may be used to store boxes and other equipment by approval of Waco Hall. Wooden crates are not allowed in the building without approval from the Fire Safety Specialist. Waco Hall is in no way liable for any damage or theft.

15. **Damage**
Waco Hall will not be responsible for any damage or injury that the Lessee or its agents, employees, volunteers, or property sustain from any cause prior to, during or subsequent to, the period covered by the lease; and the Lessee shall expressly release said Waco Hall and Baylor University from any and all claims for such loss, damage, or injury. The Lessee will indemnify, save and hold harmless Waco Hall and Baylor University from all actions or proceedings to recover damages for injuries to persons or property arising from the Lessee's occupancy of the leased premises or the Lessee's actions therein.

The Lessee agrees to pay for any damages to the leased premises resulting from the Lessee's or occupancy thereof; or resulting from any acts or omissions, intentional, negligent or accidental, whether said acts or omissions are of the Lessee, its agents, employees or persons participating in or attending the function contemplated by this lease.

Lessee should contact the Waco Hall Director or his representative to schedule a pre-event and post-event walk through of all leased space in order to establish the condition of the leased space prior to and after the event.

Baylor University shall not be liable to the Lessee for any damage, loss, or expense of any kind sustained by the Lessee as a result of vandalism or malicious mischief.

16. **Decals**
   See "Stickers."

17. **Deliveries**
   Any and all deliveries must be scheduled through the Waco Hall Director or his representative to ensure that the facility will be available to accept said delivery. Baylor University and Waco Hall are not responsible for any missed deliveries.

18. **Deposits**
    Upon reaching an agreement, Waco Hall will issue a contract for the Lessee's signature. The Lessee must sign and return the contract along with the required rental deposit by the due date in order to execute the contract. Contracts are not considered legally binding until signed by all parties AND timely receipt of required rental deposits by Waco Hall.

19. **Docks**
    See "Loading Docks."

20. **Draping**
    No decorative or structural items may be hung from overhead beams, columns, handrails, utility pipes, exterior walls or fences without prior approval in writing of
the Waco Hall Director or his representative. Items attached without approval will be removed at the expense of the Lessee.

Drapes, decorations, buntins and other decorative materials may not prevent access to fire exits, fire hose cabinets, fire alarm pull stations or cover any of the signage detailing their location and must be fire retardant materials which are properly treated to meet the requirements of flame-proofing and approved by the Fire Safety Specialist.

21. **Drayage**
Waco Hall will not accept freight shipments for the Lessee. Freight must be consigned, prepaid, billed to the Lessee's general services contractor (decorator) or delivered direct to the service contractor during the event. Shipments may not be made prior to the Lessee's contracted dates. Any attempts to deliver shipments will result in the shipment being turned away.

22. **Dressing Rooms**
There are multiple dressing rooms within the facility. Many of these dressing rooms have a sink and toilet. There are no shower areas or laundry areas within the facility.

23. **Event Cancellation**
Should the Lessee choose to cancel an event, the notification must be submitted in writing to the Waco Hall Director or his representative no later than 30 days prior to the event.

Per Waco Hall's lease agreements, should the Lessee decide to release all or any portion of their contracted space, the Lessee will forfeit all payments made on the released space, unless this space is re-booked to another party. Although Waco Hall will make every effort to re-book the released space, the Lessee understands that Waco Hall is under no obligation to re-book the released space.

Contact the Waco Hall Director or his representative for details of this policy.

24. **Event Contact**
The client must designate **ONE** person as the contact for the event. All information, questions, etc. for the event must be channeled through this liaison. This person must be supplied by a department on campus, is an adult, not a student, and must be able to make decisions on the behalf of the organization. The Event Contact must be present on stage at all times that the organization is utilizing the facility for technical rehearsals and performances.

25. **Event Personnel**
Rental fees do not include the costs of stagehands/technicians, off-duty policemen, and
all other personnel required for the presentation of the event. Ticket takers, ushers, badge checkers and T-shirted event staff must be hired as needed by the Lessee and trained by the Waco Hall Director or his representative.

26. **Event Sponsor**
All events must be sponsored and represented by a Baylor University department and an adult from that department must be present at any time the facility is occupied by the organization.

27. **Event Staff**
For the purpose of distinguishing between security personnel (an exclusive service provided by the Baylor University Police Department see "Security"), Waco Hall in cooperation with the Baylor Police Department, has chosen to use the term "Event Staff" to describe personnel who may provide non-security related services. These services and functions include but are not limited to Badge Checkers, Door Monitors, Ushers, Ticket Takers and Meeting Room Monitors.

Currently, any Event Staffing services provider may provide these services, but are not permitted to physically handle event attendees.

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28. **Fasteners**
See "Adhesives."

29. **Fire Effects**
Candles, open flames, flammable substances, pyrotechnics, etc., are not allowed in or around Waco Hall.

30. **Fire Safety Specialist**
The Lessee must contact the Waco Hall Director or his representative to find out if any arrangements should be made with the Fire Safety Specialist for the contracted event. The Fire Safety Specialist reserves the right to shut down an event summarily for safety purposes.

31. **Floor Plans**
Floor plans must provide adequate aisle space and must not prevent access to fire exits, fire hose cabinets, fire alarm pull stations or concession stands. Displays shall not reduce the passageway to the main entrance. All floor plans must be approved in writing by Waco Hall Director or his representative.

Drapes or displays shall not obstruct the exit signs.

32. **Food & Beverage Policies**
Waco Hall has authority over all food services. *Kappa Kappa Psi*, as the concessionaire,
and Baylor Dining Services, as the exclusive caterer at Baylor University, will provide services for receptions and concessions. Waco Hall clients retain the right to choose concession vendors provided that it is not opposed by Baylor Dining Services. No prepared food (including bake sale items) is allowed to be served to the general public without approval from Baylor Dining Services and the Waco Hall Director or his representative. A written request for approval must be submitted at least thirty working days in advance of the event. All vendors must be approved by Waco Hall Director or his representative.

Due to the exclusive contract between Baylor University and Dr Pepper Bottling Company of Texas, products brought on to the campus, including Waco Hall, must be Dr Pepper or Dr Pepper related products.

Waco Hall prohibits all food and drink items in the auditorium. If tenant does not prevent prohibited food and drink from being brought into the auditorium, an additional clean-up fee up to $500.00 to be determined by the Waco Hall Director or his representative, will be added to the final invoice. Red beverages or food products (fruit punch, strawberries, etc.) may not be served in the lobby.

There are no ice machines, warming boxes or kitchen prep areas on the premises.

See also, "Concessions" and "Damage."

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33. **Free Items**
Exhibitors may give away free items to event attendees, with the exception of firearms and other weapons. Food and beverage sample items have specific limitations; consult the Waco Hall Director or his representative for more specific information.

See "Give-Away."

34. **Garbage**
See "Trash Removal."

35. **General Services**
Waco Hall provides at no additional cost to the Lessee general room lighting, air conditioning or heat during rented hours, once-daily cleaning of aisles and corridors, maintenance of restrooms and facility trash cans (catering and decorator waste baskets are not included). Waco Hall is not responsible for the failure of equipment to operate or function properly through no act or omission of Waco Hall.

The Lessee shall be responsible for extra labor, such as sound technicians, at the prevailing standard or after hour rates.

Not included in the basic rental are charges for special labor required to accomplish...
Lessee event set-up need or operation of such items as special staging, supplemental lighting and sound and audio/visual equipment. The Lessee must provide the Waco Hall Director or his representative with specific details of all set-up requirements well in advance, so that the set-up may be accomplished as efficiently as possible and set-up charges to the Lessee kept at an absolute minimum.

Usage and/or the running of video, lighting or sound cables as well as electrical cords in Waco Hall must be approved by the Waco Hall Director or his representative to ensure compliance with safety measures as well as Fire Code.

Minimum lighting (work lights) will be utilized during the move-in and move-out periods. On show days, lights and power will be cut to a minimum level within a reasonable time after the event closes unless special arrangements have been made with the Waco Hall Director or his representative.

The Fire Pocket, located at the proscenium, must remain clear of all obstructions at all times.

Certain lighting devices must remain illuminated during an event. These devices include, but are not limited to, aisle lights and exit lighting. These devices may not be covered at any time.

Any exception to these guidelines must have prior approval.

36. **Give-Aways**
Exhibitors may offer "free" give-aways at any time. Written approval from the Waco Hall Director or his representative must be obtained to ensure adherence to regulations.

See "Free Items."

37. **Glitter**
The use, display or throwing of glitter, confetti, rice or other particulate is prohibited within Waco Hall. The Lessee will be billed for the labor and materials required for clean up resulting from non-adherence to this policy.

See "Confetti" and "Rice."

38. **Guard Services**
All crowd control personnel (ticket takers, badge checkers, T-shirted security) are to be contracted by the Lessee. These personnel may not be used in lieu of Baylor University Police Department officers for security purposes at public events. It is the responsibility of the Lessee to contact the Baylor University Police Department for their event.
39. **Handicapped Access**  
The Lessee shall have the responsibility of complying with the Americans with Disabilities Act (ADA) of 1990 and shall ensure that all activities do comply with said Act during the term of the contract. There are 4 areas in Waco Hall that have been designated for patrons with disabilities.

Waco Hall provides handicapped unloading areas and will inform the Lessee of convenient routes when requested.

40. **Hanging Items**  
Only items approved by the Waco Hall Director or his representative may be hung within Waco Hall. If you wish to hang any item, please contact the Waco Hall Director or his representative for more information prior to the event.

41. **Helium Balloons**  
Helium balloons are not allowed in any indoor area of Waco Hall.

See "Balloons."

42. **House Technician**  
A house technician is available during normal working hours, Monday - Friday, 8:00 am to 5:00 p.m. Beyond that, the client is responsible for arranging for the house technician(s) for nights, weekends, and holidays by calling the Waco Hall Director or his representative. Waco Hall may not be used from the hours of 12 midnight and 8:00 am without the written permission of the Waco Hall Director or his representative. *Any time theatre is open such as for performance, load-in/load-out and or rehearsals, a Waco Hall house technician's presence is mandatory.* The cost for house technician is $40.00 per hour; this cost will be reflected on the final invoice to Licensee.

43. **Insurance**  
A certificate of insurance is required on all events at least thirty (30) days prior to occupancy and shall meet requirements as specified in the contract.

Prior to entering the leased premises, the Lessee will deliver to Waco Hall a Policy or Certificate of Insurance of Commercial (or Comprehensive) General Liability coverage, including Products, Completed Operations and Personal Injury coverage, issued by a company authorized to engage in the insurance business in the State of Texas. Said Policy or Certificate of Insurance will name Baylor University as additional insured parties.

44. **Keys**  
Secure keys are available for certain dressing rooms and office spaces. A key deposit is
required per key. There will be a charge added to the invoice for each lost or unreturned keys signed out by an authorized representative or contractor of the Lessee.

45. **Lease**
   Waco Hall has no commitment to Lessee whatsoever until an acceptable signed Lease Agreement is returned to the Waco Hall Director or his representative by the Lessee. Without a definite Lease Agreement, reservations of days or space are merely for the convenience of the Lessee. No commitment for dates or space on behalf of Waco Hall shall be final until Lessee signs a Lease Agreement.

46. **Licenses/Permits/Taxes**
   The Lessee shall be responsible for acquiring and shall pay the costs of any and all licenses, permits, and taxes required by authorities having jurisdiction over Waco Hall.

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47. **Lighting**
   Waco Hall is equipped with stage lighting. Operation of all lighting equipment must be by qualified personnel.

   For special lighting requests please contact the Waco Hall Director or his representative to make necessary arrangements prior to the event.

48. **Literature/Handouts/Leaflets**
   Distribution of any printed materials must have prior approval by Waco Hall management. A fee to clean up litter created by such distribution may be imposed. Any brochures, papers, or manuals left beyond the move-out will be recycled or thrown away by our personnel.

49. **Loading Dock**
   Waco Hall's loading dock is primarily for the use of moving large items in and out of Waco Hall. All vehicles left in the dock without authorization will be towed at the owner's expense.

50. **Lobby Video Displays**
   There are displays in the lobby that show a variety of information pertaining to upcoming events. If there is anything that you would like listed on these displays, please contact the Waco Hall Director or his representative at least 5 business days prior to the first listing date. Upcoming Events will begin to be posted approximately 2 weeks prior to the event.

51. **Nails**
    See "Adhesives."
52. **Novelties**
The Lessee may elect to sell event-related souvenirs, programs, novelties or merchandise during an event. All such sales shall have prior approval of the Waco Hall Director or his representative. All sellers of novelties must have a Texas Sales and Use Tax permit, and must be able to provide a copy of this permit upon request.

53. **Painting**
Painting of any type is prohibited in any space.

54. **Parking**
Waco Hall does not provide parking areas for event attendees or Lessee staff. Occasionally, a minimum number of parking passes may be issued, dependent upon availability. The Lessee must contact Baylor University's Office of Parking Services, 254-710-3804, to make special parking arrangements. There is no parking available in front of the facility. Parking is only available on the North, South and East sides of the facility. After 5:00 PM, Monday-Friday, when the majority of university classes are finished, parking spaces within walking distance of Waco Hall become vacant (with the exception of "AT ALL TIMES" or "24 HOUR" spaces). Parking is also available at several lots located both in, and around campus.

Tractor/trailer & bus movement into or out of the parking lot adjacent to Waco Hall strictly forbidden between the hours of 7:30am-5:30pm on weekdays. Multiple day use of Waco Hall may require off-site remote parking of tractor/trailers and buses at the Ferrell Special Events Center parking lot. Requests must be made in writing to the Baylor University Office of Parking Services no later than 7 working days prior to the load-in. Additional charges may apply. Any violation of these policies will result in immediate cancellation of the scheduled event and eviction from Waco Hall.

55. **Performance Expectations**
The House, seating area, will open 30 minutes prior to the stated curtain time following consultation between the house management and stage management at each performance. The stated capacity for Waco Hall will be enforced. There is no policy for "standing room." All patrons, guest or other viewer must be seated during any performance. Aisles must be kept clear at all times.

The actual start time of the performance will be decided by consultation with the house management, stage management and the box office. It is Waco Hall's intention to begin each performance at the published time, but no later than 5 minutes after.

The Event Contact must be present on stage at all times that the organization is utilizing the facility for technical rehearsals and performances.
56. **Permits**  
See "Licenses/Permits/Taxes."

57. **Pets**  
With the exception of service animals and service animals-in-training, pets are not allowed in Waco Hall.  
See "Animals."

58. **Plants**  
Plants are neither available nor provided through Waco Hall. The Lessee may make arrangements at its own expense through an outside decorator or other contractor. Any damage from the use of plants will be added to the final invoice to Lessee.

59. **Posters/Signage**  
Posters are to be mounted on easels or individual holders.  

All signage must be of a printed nature and meet the approval of the Waco Hall Director or his representative. No signage may be affixed to walls, doors or glass; only easels may be used. Any extra labor to remove signage or repair damage will result in additional fees to Lessee.

At move-out, all posted signage must be removed by the Lessee. If any Lessee leaves materials in or on Waco Hall property, the Lessee will be billed for labor to remove signage.

60. **Power**  
The power provided at Waco Hall is a 3-phase Delta system which has 2 hot legs at 120v and 1 hot leg at 208v. There are 2 disconnects, 800 amps and 200 amps. Patch in and out to these disconnects must be performed by Baylor Facility Services electricians ONLY. The request for patch in must be made no later than 7 working days from the patch-in date.

61. **Projectors**  
There are fixed data projectors that may be used to display media for an event. There is an added cost for the use of the projectors and arrangements must be made at least 3 business days before first use, rehearsals included.

Consult with Waco Hall Director or his representative for questions about the types of media that may be displayed on these projectors.

62. **Promotion**  
Promotion of events is the sole responsibility of the event promoter/presenter.
63. **Rental Rates**
   The Waco Hall Director or his representative may establish rates and charges for rentals and services not specifically outlined when it is determined such action is in the best interest of Baylor University.

64. **Rice**
   The use or throwing of rice, glitter, confetti, rice or other particulate is prohibited inside Waco Hall. Disregard of this policy will result in a clean-up fee to affected areas.

   See "Confetti" and "Glitter."

65. **Rigging**
   When shows require the rigging of lighting, sound equipment or signs, the Lessee shall contact the Waco Hall Director or his representative for information.

66. **Riser/Staging**
   Facility risers do not exceed 48 inches. If risers are needed to be larger or higher, the Lessee will need to contract that operation with an outside vendor. The Waco Hall Director or his representative must approve the layout, materials and construction of platforms to ensure that the facility will not be damaged.

67. **Royalties**
   All royalty fees such as to BMI, ASCAP or SESAC and or dues to AEA, AGVA, AFTRA or other union dues, which may be required, is the primary responsibility of the Lessee. Lessee will supply Waco Hall with a copy of said royalty licenses upon request.

68. **Security**
   If valuable items need to be secured by the Lessee or an exhibitor, security coverage should be contracted. All security must be arranged through the Baylor University Police Department at 254-710-2222. Public events and concerts also require the presence of at least one Baylor University Police officer. More officers may be needed depending on the nature of the program and the recommendation of the Baylor University Police Chief.

69. **Service Providers**
   Whenever applicable, Baylor University exclusive service providers for the box office, utility services, catering, concessions, novelties & souvenirs, telecommunications, and security will be used unless specified by Waco Hall Director or his representative.

70. **Signage**
71. **Skirting**
Waco Hall does not provide skirting for tables. Please contact the Waco Hall Director or his representative for information on what vendors can supply skirting.

72. **Sound**
Outside audio/visual contractors and the Lessee may patch (at current rates) into and out of house systems under the supervision of a Waco Hall sound technician for the duration of daily usage. In some cases, the prevailing overtime rates for these sound technicians will apply. If special sound is required, the Lessee must contact the Waco Hall Director or his representative to make the appropriate arrangements.

The Waco Hall Director, or his representative, has the right to oversee SPLs to ensure that industry limits are not exceeded.

73. **Special Effects**
The use of theatrical smoke, dry ice, fog, laser, strobe lights or lightning effects must be approved by the Waco Hall Director or his representative in writing and communicated no later than 7 business days prior to load-in.

It is the responsibility of the Lessee to provide proper signage when using items that may cause health problems. Some examples of these are smoke, haze and strobe lights. Proper verbiage can be provided by Waco Hall.

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74. **Spray Paint**
See "Painting."

75. **Stage Hands**
Waco Hall will furnish stagehands and other needed personnel, if available; all other personnel will be provided by Lessee. Operators for technical assistance may be required in various areas of the facility based on program content and technical requirements. Needed personnel will take directions from the Waco Hall Director or his representative. All charges for services are the responsibility of the Lessee.

The Waco Hall Director and/or technical director and stage hands are required to be present for all events utilizing the stage, house sound and/or house lighting systems. Depending upon event complexity, additional stage hands may be required.

76. **Staples**
See "Adhesives."

77. **Stickers**
The use of stickers on any Waco Hall surface is prohibited. A fee will be imposed on the Lessee to remove any such adhesive material from Waco Hall property.

78. **Tacks**
   See "Adhesives."

79. **Tape**
   See "Adhesives."

80. **Taxes**
   See "Licenses/Permits/Taxes."

81. **Telecommunications/Data**
   Waco Hall does not provide telephone/data service for Lessee, except for a telephone line for the Box Office telephone. If the Lessee would like to utilize any telecommunication/data device (wireless internet, wired internet or telephone lines for fax or voice), the Lessee must contact the Waco Hall Director, or his representative, in order to contact the Baylor University Information Technology Services (ITS) Department for approval and to rent devices for use at the Lessee's expense.

   There are no ATM machines on the premises. The nearest ATM is located at the corner of Hopkins and 5th Street, about 1 city block from the facility.

82. **Ticketing**
   All events held in Waco Hall that are open to the public are encouraged to use reserved tickets or general admission tickets. Arrangements for ticketing must be made by the Lessee. The Lessee must abide by the seating capacity that has been set by the Baylor University Fire Safety Specialist. The Lessee must set aside tickets for persons with disabilities. Please contact the Waco Hall Director or his representative for locations which can be used to seat persons with disabilities. Extra chairs may not be placed in the walkways and aisles in the auditorium. For more information about the seating capacity, you may contact the Waco Hall Director or his representative.

   Waco Hall is to receive 10 complimentary tickets per performance, preferably together, to be used at the discretion of the Waco Hall management. These tickets are to be in a preferred location, Section 3 Rows M-T, and delivered to the Waco Hall Director or his representative no later than one week prior to event. Should said tickets not be used, the management reserves the right to return them to the box office.

83. **Tobacco**
   Waco Hall is a smoke-free, tobacco-free venue.
84. **Trash Removal**

Trash pick-up will be performed as necessary during the event from Waco Hall receptacles only.

Any trash clean up which requires extra labor will incur an additional charge at the determination of the Waco Hall Director or his representative.

85. **Truck Docks**

See "Loading Dock."

86. **Unions**

Stagehands and many contractor personnel may be union members. The Lessee should check with each contractor about their labor. The use of Waco Hall stage equipment must be by qualified personnel. As a right-to-work state, the use of union labor is not required by Waco Hall.

87. **Ushers**

Usher Staff must be on site anytime there is an audience. Usher Staff must be on site one hour prior to the performance to meet with the Waco Hall Director or his representative for a pre-event meeting. One usher is required at every patron entrance or exit door at the conclusion of each performance. Number of ushers required will be determined by event complexity and the discretion of the Waco Hall Director or his representative. The Event Contact must appoint a House Manager that will be the liaison between the Waco Hall staff and the usher staff. A sold-out house requires 22 Ushers. The minimum number of ushers required is 11. Ushers may not stand or sit in the aisles or sit at the back of the house.

88. **Vendors**

It is the sole responsibility of the client to make any vendor brought on site aware of all the building practices and policies. The client is responsible for all actions of the vendor.