

Booking Policy

McAllister Auditorium will not hold any dates without a signed contract and deposit for the scheduled event. The required deposit is 50% of the total balance.

Cancellation by the client less than 45 days prior to the contracted date of the event will result in a forfeiture of the deposit.

Potential clients requesting information on available dates must understand that any dates quoted will remain open until the date(s) is/are secured with a signed contract and deposit.

Proof of liability insurance must be provided within one week of signing the contract. Liability insurance can be for no less than \$1,000,000.00.

(Please contact the Office of the Auditorium Manager for more details, or for questions.)

Summary of Rental Policies

The following is an overview of policies that all clients must agree to follow in order to ensure a safe and pleasant environment for everyone involved:

Safety

The client and the auditorium staff must adhere to all fire codes. A copy of all safety procedures will be provided to the client and must be strictly observed to ensure the safety of the client and the SAC staff.

Food and Drink

There is absolutely no food or drink allowed inside the auditorium. Clients may request written permission from the auditorium manager to serve foodstuffs in the lobby. If the request is granted, the client must be willing and able to provide ushers at every door leading into the audience to keep all items out of the auditorium. In addition, the client will be responsible for all cleanups after their event.

Banners, Signs, and Decorations

The Technical Director and the Auditorium Managers must approve in advance anything that needs to hang above the stage. All rigging and fastening equipment will be provided by the client at their own expense. Due to safety regulations, only employees of McAllister Auditorium perform rigging.

McAllister Auditorium does not provide tape or other exhaustible materials of any kind to its clients. Only standard cloth tape (such as gaffer's tape) or masking tape are allowed for any purpose.

Decorations displayed in the lobbies must be approved in writing by the Auditorium Manager or the Assistant Auditorium Manager. Clients are not permitted to fasten any type of decorations to painted walls.

Damages

Any damages due to negligence of the client must be reported immediately. Should the damages require repair, the client will be responsible for the cost of materials and/or labor associated with the repairs.

Smoking

San Antonio College is a smoke-free campus. Individuals found smoking may be fined.

Shipping and Receiving

McAllister Auditorium does not receive or hold packages of any kind for its clients. A representative of the client must be present on the date of the scheduled event or delivery to receive all parcels. Any packages left in the auditorium for any period of time before the event will accrue daily storage fees. Anything left behind after the event will be disposed of within 24 hours.

Garbage

It will be the responsibility of the client to dispose of ALL bulk items that are considered trash. Any material that cannot be picked up by broom or vacuum is considered bulk trash.

Lighting and Sound Equipment

McAllister Auditorium's lighting and sound equipment is only operated by the employees of McAllister Auditorium/SAC. Any clients wishing to provide their own lighting and/or sound system must be aware that they may not connect to the existing auditorium systems. Additionally, McAllister Auditorium staff is not permitted to run any equipment provided by the client unless a consent form is signed by both parties. Auxiliary equipment setup must adhere to ALL state and local fire and safety regulations.

Security

A minimum of one campus police officer is assigned to every event with at least 300 patrons expected, and for a minimum of four (4) hours. The security officer will be provided at the expense of the client. No other security or law enforcement entities are allowed to provide security for any event on the campus. If additional officers are required, they must be requested in advance and will be charged to the client as part of the contract.

Custodial Services

A minimum of one custodian is assigned to every event for a minimum of five (5) hours. The custodian will be provided at the expense of the client. The assigned custodian is responsible for cleaning the restrooms, upper and lower lobbies, the seating area of the auditorium, and any rooms rented by the client. The custodian is NOT responsible for the cleanup of the stage, loading areas, or bulk trash items left in lobbies.

Event Parking

Parking is neither provided nor guaranteed on the San Antonio College campus. Clients must inform the Auditorium manager if arrangements for bus drop-offs and pick-ups are needed. If traffic control is requested or deemed necessary, an additional police officer will be charged to the client. The need for traffic control MUST be requested in advance.

Additional Information

Additional issues are covered in the contract policies. These are provided to the client at the time of contract finalization. For questions regarding policies covered on this Web site or in print, please contact the Office of the Auditorium Manager.

ADA Compliance

McAllister Auditorium's Liability of Theft/Damage to Client's & Patron's Properties

Questions/Concerns? Call (210) 733-2719