

# RECORDING A PERFORMANCE AT THE EISSEY CAMPUS THEATRE

## VIDEO, AUDIO AND PHOTOGRAPHY RULES AND REGULATIONS FOR PALM BEACH STATE COLLEGE EISSEY CAMPUS THEATRE

As stated in the Eissey Campus Theatre Facility Contract Usage Policy - page 3, item #2 - video and audio recording is not permitted at the Eissey Campus Theatre (except for graduations and awards ceremonies).

Any other exceptions to this rule **REQUIRES THAT A RELEASE FORM BE SIGNED at least 72 HOURS PRIOR TO THE PERFORMANCE DAY – All video/audio/photography requests made within 72 hours of an event will be denied...NO EXCEPTIONS!** In addition, the following rules are to be followed:

1. Location of cameras (video or still photography) will be at the sole discretion of the Technical Director or the House Manager and will be in keeping with college fire code restrictions.  
**Seats L 21-26 will be held by the Theatre Ticket Office for all events for video cameras/tripods...if you wish to sell those seats you will be required to sign a form that will preclude you from doing any videotaping or photographing with a tripod– NO EXCEPTIONS!**
2. **Please see that anyone approved to videotape or use a camera in the theatre checks in with the Stage Manager or House Manager when they arrive and receives a dated pass to be worn at all times.** This allows the House Manager to know who is approved to use a camera in the theatre.  
*Anyone without an identifying pass will be stopped from using their camera or video in the theatre (except for graduations and awards ceremonies).*
3. **If your videographer is not familiar with our space it is highly recommended that they show up during sound check.** We do not provide adapters, cables, power strips, etc. to accommodate your videographer. Showing up 15-20 minutes before curtain and requesting technical assistance is not acceptable.
4. If recording is not permitted, please make sure your ticket buyers are aware of this and please print the following prominently in your program: ***The use of cameras, videos and recording devices in the theatre is prohibited.*** We will also play a house announcement before your event.

**EQUITY PRODUCTIONS:** A copy of the producer's agreement with Equity, stating the governing rules on videotaping, must be provided to the theatre with the signed rental contract. If an Equity waiver for video taping is required, a copy must be provided. *Producer must provide theatre with a signed waiver from any Equity Guest Artists.*

**Questions? Call the Theatre Director at (561) 207-5905**