

<p>OPERATING RULES Performing Arts Center</p>	
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A. Performing Arts Center (PAC)

1. The PAC is open from 7:00 AM until 10:00 PM Monday through Sunday except when posted otherwise.

B. Box Office

1. Box Office hours are 9:00 AM until 4:30 PM Monday through Saturday, 10:00 AM until 2:00 PM on Sunday, and one hour prior to ticketed events in the theater.
2. Tickets are sold to Laguna Woods Residents only. Residents must be prepared to show their Laguna Woods ID card when purchasing tickets.
3. Tickets purchased by credit cards, may be purchased only with a credit card in the residents name that is purchasing the tickets.
4. Tickets are available no more than 90 days prior to the scheduled event.
5. There is a limit of four free tickets or ten paid tickets per manor for Recreation Department coordinated events/programs.
6. The limit of paid tickets per manor for resident sponsored events is at the discretion of the facility supervisor.
7. No refunds are available on the day of the event for Recreation Department events. Refunds for resident/club sponsored events must be provided by the sponsor.
8. Consignment tickets for theatre events must be withdrawn before tickets go on sale and are limited to 10 percent of the total number of tickets.
9. Consignment tickets may not be sold in the lobby; sales are limited to the reserved facility during a scheduled meeting for that group producing/sponsoring the event.
10. Refunds and/or exchanges of tickets must be done by the resident who purchased the tickets.
11. The Box Office will do a ticket reprint of lost or misplaced tickets, for the resident listed as the purchaser. In the event that two tickets are presented for seating at the same show, only the original ticket will be honored for seating at that event. The ticket marked "reprint" will not be accepted.

C. Theater

1. Scheduling
 - a. Scheduling and reservations are made through the Performing Arts Center Supervisor only.
2. Theater etiquette
 - a. During public performances, flash photography or video recording is prohibited.
 - b. Cell phones should be turned off (or muted) during performances.
3. Staffing
 - a. Clubhouse staff/technicians must be scheduled in the theater by the resident renter anytime it is occupied.
 - b. Clubhouse technicians must operate all systems and equipment in the theater.

D. Clubhouse Technicians

1. Clubhouse Technicians are scheduled through the Senior Technician.
2. The Senior Technician will determine the time and number of staff required to facilitate the event.
3. Clubhouse Technicians must be scheduled a minimum of four weeks in advance of the event.
4. Clubhouse Technicians may only be scheduled for Recreation facilities.
5. Cancellation of Technician will result in an additional fee if cancelled within two weeks of the event.

The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community.