



JONESBORO'S CIVIC AUDITORIUM

THE FORUM THEATRE
115 East Monroe
Jonesboro, Arkansas 72401
870-935-2726

RULES OF THE HOUSE

Following are some of the primary rules to remember during the time of your use of The Forum. Please see that **every person** who will be involved with your event knows, understands, and adheres to these requirements. Most of them are designed for your safety and convenience! The number in parenthesis directs your attention to the section of your contract that makes this stipulation.

1. The Foundation of Arts Executive Director shall be the agent responsible for the terms of this contract. Any questions or requests about your event and/or your use of The Forum should be directed to him/her. **No other Forum employee may make equipment or time commitments** (item 1).
2. Rental fees do not include the services of stagehands, ushers, ticket takers, or special stage equipment such as risers, folding chairs, spot lights, folding tables, etc. If such people or equipment are necessary for the operation of your event, you shall be responsible for providing them, or The Foundation of Arts can provide them at an additional cost (item 4).
3. **No nails, tacks, screws, or hooks may be driven or attached to any floor or wall in The Forum without express permission from the House Technician or Executive Director. *Glitter, hay, confetti, and flammable/combustible stage effects are NOT permitted in the building or as part of stage decoration*** (item 5).
4. The Forum Director must be notified as to the hours that you will need access to The Forum. Once these times are established, no variance should be expected. Please remember that The Forum is not open 24 hours a day, 7 days a week. We will help you in every way possible; however, staff commitments may not be possible with less than 24 hours notice (item 7).
5. There shall be **no smoking or tobacco products of any kind** in the building. Further, **no alcoholic beverages** may be brought into the building or onto The Forum premises. In addition, no person under the influence of said substances shall be admitted. (item 9).
6. **Admission to the theatre may not be granted, nor tickets sold in excess of the seating capacity of 658** (item 11).
7. All passageways, entrances, and exits must be kept clear at all times (items 12 and 14).
8. No items may be sold by The User without consent of The Forum Commission or The Forum Director (item 13).
9. The Foundation of Arts will sell concessions during intermission (items 13 and 23).