



Rules and Regulations
111 South Grand Ave. Bozeman, MT 59715
Phone: (406)587-9797
www.theemerson.org

THIS FORM WILL ANSWER MANY OF YOUR QUESTIONS. YOU ARE RESPONSIBLE FOR ALL INFORMATION CONTAINED WITHIN THIS FORM. KEEP THIS FORM SOMEWHERE SAFE AND MAKE SURE ALL PERSONS RESPONSIBLE FOR YOUR EVENT HAVE THOROUGHLY READ THIS FORM!

1. All reservations will be considered tentative and will not be honored until a signed agreement and security deposit are provided to the Emerson office. A security deposit is required to confirm your reservation.
2. Renters contract to use a particular space(s). All activities of the group **must** be confined to that contracted space. Hallways are to be left open for use by tenants and visitors to the Emerson.
3. All events must be over by midnight/12:00am. The Emerson's security team (Rocky Mountain Security) will do a walk-through of the building to make sure everyone is out of the building and lock all doors.
4. **Decorations and signage MUST BE freestanding. Posters, signs, paintings, pictures, decorations, etc. MAY NOT be adhered to the wall. Tape of any kind (painters, masking, duct, scotch, etc.) is not permitted to attach items to the walls or other surfaces including the wood floor. 3M Command strips are NOT to be used.** Failure to abide by these rules will result in an immediate damage fee of no less than \$100.00. The total damage fee will be determined by the Emerson. Please check with the Emerson office staff if you have unusual plans for decorating your contracted space. **Decorations or any other items are not allowed to be attached/draped in any way to the decorative lighting.** All decorations must be taken down and removed from the premises immediately following the event, unless prior arrangements have been made with the Emerson office and indicated on the contract.
5. **Artwork in the Weaver Room, Lobby or in any other location cannot be touched, removed, covered, or used to hang other objects from.**
6. Please note, tables and chairs are shared amongst our three public rental spaces and there is a limited pool of furniture. **Tables and chairs must be reserved prior to your event.**
7. **Renters are expected to set up the space to be used before the event and return it to its original condition after the event. Failure to return tables and chairs to their storage spaces will result in a \$100.00 restocking fee.**
8. Children must be supervised.
9. **The Emerson is an entirely smoke-free campus** which includes cigarettes, cigars, pipes, tobacco carrying products, e-cigarettes, hookahs, bongos, etc. Smoking is prohibited throughout the entire Emerson property which includes ALL interior (hallways, stairways, foyers, tenant units, public rentals spaces, galleries, restrooms, etc.) and exterior spaces (lawn, parking lot, sidewalks, foyers, front steps, exterior landings, entrance ways, etc.).

10. Open flames, incense, smoking and/or pyrotechnics are not permitted in the Emerson Center for the Arts and Culture, any of its rooms or indoor facilities at any time.
11. Glitter is prohibited.
12. Sand must be contained at all times (nothing loose).
13. Absolutely no alcohol served to those under the age of 21.
14. **Absolutely NO outside alcohol is allowed in the Emerson.** *If you would like beer and wine service at your event, you MUST contract that service with Emerson Center for the Arts and Culture.*
15. Firearms are not permitted on the Emerson premises.
16. Sound and other technical assistance MUST be coordinated at least two weeks prior to the event. Our event tech's time is billed out at \$50.00 per hour. The use of sound, lighting, etc. is charged separately and will depend on your individual event needs. We are able to give a cost estimate of these services by talking with you but you will be charged if additional items are needed or added during the course of your event.
17. Renters cannot move the Theater piano or use it as a table or to store materials. Any damage that occurs to the piano during your contracted event will be repaired and charged to you.
18. Do not block the loading doors, hallways, sidewalks or exits. Please clear vehicles from the backstage garage door approach when you are finished loading into or out of the theater.
19. The Emerson does not supply tools. Please come equipped with all necessary tools for your set up and teardown. Common tools needed: Ladders, tape measures, hanging string, scissors, etc.

If you experience difficulties or have additional questions or concerns, please do not hesitate to discuss them with a staff member at Emerson (406)587-9797 (Ext 101).