

Mertes Center Guidelines

Included here is general information about the Mertes Center Performing Arts center facilities that we hope you will find helpful during your event at Las Positas College.

- **Payments and Insurance:** Payment in the full amount of your rental invoice is due prior to your event. Failure to pay in advance and on-time may result in losing your reservation. At time of payment Proof of Liability Insurance is required. Copies of your 501(c)(3) proof of non-profit is also required at this time. If you do not provide this document you will be re-invoiced at the For-Profit rate. All payments and proof of insurance & non-profit are to be sent to Administrative Services in Bldg. 1600
- **Best Driving Directions:**
Enter "Mertes Center for the Arts" into your GPS, this will bring you and your patrons directly to the theater building 4000. If you enter the Campus address of 3000 Campus Hill Drive GPS will leave you at the campus main entrance near the sports facilities.
- **Daily Parking Permits** are required M-F 7am-11pm & Sat. 7am-6pm. Sunday & Holidays no enforcement Please let you patrons know they need to pay for parking unless you made special arrangements as part of your contract to pay for parking in advance.
(Prepaid special contract is for Lot A only, if they park somewhere else they will need to pay.)
Daily Permits can be obtained at <https://t2p.mobi/LPC> - License Plate # Required
- **Access to the building** will be at the time of your reservation. You are expected to be clear of the facility at the end time you indicated. These times should include any set up and clean up. You will be charged for additional time if you run over in half hour increments.
(Note: Even though the technicians arrive at least a half hour before your event starts, to unlock the building and start up the equipment, you will not be granted access early.)
- Please use our logo on any promotional materials. Digital file of our logo will be provided separately.
- No Food or Drink is allowed in the theaters at any time, no exceptions.
***You will incur an additional cleaning charge if food or drink is taken into the theatre spaces.**
- Children must be supervised at all times. No running in the building and the elevator is not a toy.
- Only "Snack" style food and drink is allowed in the Mertes Center.
Full meals that require utensils including "To Go" containers are prohibited.
- Room 4127 – Rehearsal Hall: No food or drink except for water in a closable container is allowed in this room. Please do not allow ANYTHING to be placed on top of the piano.
- General cleaning and trash removal are part of your rental, but we encourage you to leave the spaces in the same basic condition you found them regarding the furnishings.
 - To help facilitate this I will be available if you have any questions.
 - All Glitter – both loose or spray is prohibited in the building.
- If you are going to need any tables, chairs or trash cans you need to request those in advance during your contracting process. We do not have this additional equipment available at the theater.
- To help facilitate your production please make sure that you have filled out the "Mertes Center Rental Questionnaire" and keep us updated of any changes as you go.
- As mentioned in the questionnaire please make sure that we have a complete accurate show list along with lighting cue details at least 10 days to 2 weeks prior to your event so that we are prepared for your tech rehearsal. Feel free to contact me if you have questions.
- Please plan to provide us with your show music/sound cues in order on a laptop that can be plugged into our system for playback purposes. Do not email us your sound files.