

Leach Theatre School Outreach School-Day Matinees 2016-2017 Policies and Procedures

Student outreach daytime performances in Leach are reserved for area preK-12 public, private, or home schools and are not open to the general public.

See policies below, then complete and return the order form on the next page to make your reservation. It is recommended that reservations for school-day matinees be made in advance and are accepted by mail, email or fax (no phone orders, please).

Reservation requests are processed in the order in which they are received; incomplete forms will not be processed. Payment must be received with the reservation form for all home schools. Public schools have the option of receiving an invoice following the performance which must be paid within 30 days of receipt. Payment can be made by purchase order, cash or check made payable to Missouri University of Science and Technology. If you wish to use a school purchase order, remember to send a copy of the P.O. with your completed reservation form. If you wish to pay in cash on the day of the performance, please have all money pre-counted and converted into currency (no coins, please).

Reservation confirmation will be sent to the contact person listed on the reservation form. If you do not receive reservation confirmation **within 5 business days** of sending in your form, please contact Ruth at hustedr@mst.edu or 573-341-6365.

Remember that everyone, including teachers, parent chaperones and bus drivers must be included in your total seat count if they plan to watch the performance. If your entire group wishes to be seated together, please arrive at the theatre at the same time. Seating is assigned as groups enter the theatre and seats cannot be saved for groups arriving later.

If anyone in your group requires wheelchair accessible seating, please be sure to indicate that on your order form or make arrangements ahead of time with the box office.

Groups are allowed one free adult admission for every 10 student admissions purchased.

Infant seating: To comply with fire department regulations, Leach Theatre may no longer make any exceptions about the entry of infant seats, strollers or car carriers may into the theatre. All infant equipment must be left outside the door to the theatre or stored in the coat room. The only exception will be an infant seat which fits into a theatre seat; if you wish to bring in an infant seat, the cost for a regular ticket will be charged for the seat.

All sales/reservations are final once the date of the performance is within 10 business days; no refunds, exchanges, or cancellations may be requested within 10 business days of the performance. *You may request additional seats up to the day of the show and if seating is available, tickets will be issued.* Refunds will not be issued due to lack of transportation, student absences, unused seats, or school closings; all reserved seats must be paid for.

Show cancellation: Leach Theatre books all performance dates and times with the full intent of each performance being presented; however, Leach Theatre may have to cancel a scheduled school outreach performance for reduced reservation numbers or at the request of the performer. Although this happens infrequently, if a cancellation of a performance does occur and the show has another date scheduled for the same performance, you will be offered tickets for the other date. Any other adjustments will be made on a case by case basis. Every effort will be made to give advance notice of changes to performance dates. If a performance date is changed by the theatre and you are unable to attend on the new date, an exception to the no-refund policy will be made. Notification of a change in performance due to cancellation will be made at least 3 weeks in advance of the performance date.

Inclement weather: If Leach Theatre must cancel an event due to a weather emergency, you will have the option of attending the show on another date (if rescheduled), accepting a credit for a different School Outreach performance, or requesting a refund. If your school is officially closed due to a weather emergency but the performance still takes place, you will still be responsible for payment or you may be offered an

opportunity to transfer your reservation into a different School Outreach event, if available.

Bus parking: Leach Theatre does not have an assigned parking lot in which school buses may park. All university parking lots require reserved university parking stickers for any vehicle to park. We regret that we cannot provide assigned parking for the school outreach events.

Send your completed order form with payment information to:

Leach Theatre

ATTN: School Outreach Coordinator

Fax: 573-341-6983

400 West 10th Street

Email: hustedr@mst.edu

Rolla, MO 65409

After your reservation is processed, you will receive an e-mail confirmation. If a study guide is provided for the performance, the information will be included in the e-mail. About one week before the performance date, tickets will be mailed to the contact person for the performance. Every person will be required to have a ticket for admittance to the theatre.

Performances take place at Leach Theatre, Castleman Hall, 400 W. 10th Street, Rolla, MO (on the campus of the Missouri University of Science and Technology).

Driving directions are available online at <http://leachtheatre.mst.edu/directions/>. Although the web page information indicates which lots are available for parking, that information is valid only for parking in the lots before 6 am and after 4:30 pm. Home school private parking is available in the parking lots at metered parking spaces or by purchasing a one-day parking pass for \$2 at the box office. On-street parking is available around the theatre; please be sure and follow the Rolla City Parking Regulations.

Seating begins approximately 30 minutes prior to curtain time. Every effort will be made to start performances on time; latecomers will be seated at the discretion of venue and production management.

School outreach matinee performances are approximately one hour long unless otherwise indicated.

We request that students do not chew gum in the theatre.

- Cameras, recording equipment, outside food and beverages are not permitted inside the theatre.
- Cell phones and other electronic devices should be turned off or silenced inside the theatre.
- Questions? Contact School Outreach Coordinator at 573-341-6365 or leach@mst.edu.