

Leach Theatre School Outreach School-Day Matinees 2017-2018 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 Leach Theatre school outreach website [_<http://leachtheatre.mst.edu/schooloutreach/>_](http://leachtheatre.mst.edu/schooloutreach/) 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. All reservations made must be paid for in full.

All sales/reservations are final once the date of the performance is within 5 business days; no refunds, exchanges, or cancellations may be requested within 5 business days of the performance. At five business days before the performance date, the reservation number is considered firm and must be paid in full for each reservation.

Reservation numbers may be adjusted down (no more than 10% of your total reservations may be cancelled) up to five business days prior to 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, student illness, or unused seats; all reserved seats must be paid for. In case of a school closing, contact the Managing Director at 573-341-6985.

Payment:

- Payment must be received with the reservation form for all home schools.
- Payment for public and private schools 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 purchase order 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).
- Public and private schools have the option of receiving an invoice following the performance which must be paid within 30 days of receipt.

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 in advance of the show 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 into the theatre.

All strollers and other large equipment (that does not fit in a seat) must be left in the lobby outside the door to the theatre or stored in the coat room.

An infant seat which fits into a theatre seat may be brought into the theatre and placed on a seat; if you wish to bring in an infant seat, the cost for a regular ticket will be charged for the seat.

All other children ages one and younger will receive a free lap pass and must be seated on the parent's lap.

Show cancellation: Leach Theatre books all school outreach performances with the full intent of presenting each performance as scheduled. However, in the unlikely event that a school outreach event is cancelled, you will have the option to: 1(attend the same performance or another performance at another scheduled date/time, or b) receive a full refund for the cost of your tickets. Cancellation notifications 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. If you have questions regarding bus parking, contact Ruth at 573-341-6365 for additional information.

Send your completed order form with payment information-

US mail:

Leach Theatre
ATTN: School Outreach Coordinator
103 Castleman Hall
400 West 10th Street
Rolla, MO 65409

FAX: 573-341-6983

E-mail: hustedr@mst.edu

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.