

UPAC Cinema Projection Contract

Film Title: _____ Showdate: _____

Sponsoring Organization: _____

Contact Person: _____ Contact Email: _____

Phone Number: _____

Union Funded? YES NO Account and Subcode: _____

Location: DCC 308 Other: _____

Showtimes: STANDARD Other: _____

Cartoon Short: YES NO IF AVAILABLE

Payment Option: 50/50 FULL Ticket Price: \$2.50 FREE Other: \$ _____

Film Rental: \$ _____ Shipping: \$ _____ Projectionist: \$ _____

Other Fees: \$ _____ Total Fees: \$ _____

We, the undersigned, have read all pages of this contract and agree to all the terms and conditions listed.

Sponsor

UPAC Cinema Saturday Night Coordinator

Date

Date

UPAC Cinema Chair

Date

Terms and Conditions

1. This contract must be completed fully and submitted within one week before the show, as specified by the UPAC Cinema Chair and the Saturday Night Coordinator by either being placed in the UPAC Cinema mailbox in the UPAC Office (Room 3802) or in person to the Cinema Chair or the Saturday Night Coordinator. Other non-Saturday night contracts must be submitted at least two weeks prior to the show date. Violation of this contract is grounds for refusal of future contracts. UPAC Cinema will attempt to honor all requests unless unable to do so.
2. This contract is not valid until all pages are read and signed by the sponsor and the UPAC Cinema Saturday Night Coordinator. Until that point this is simply a request and is no way binding on UPAC Cinema.
3. Any club wishing to participate in the 50/50 plan must be Union-funded at the time of booking. If a club is not Union-funded, it may not participate in the 50/50 plan. Exceptions can be made after talking to the Saturday Night coordinator at the time the film is booked. Exceptions must have the approval of the UPAC Cinema Chair, and the Union Administration. A film may be denied if it does not meet budget requirements as specified in the current UPAC Cinema Budget.
4. For the 50/50 option, UPAC Cinema assumes all financial risk for the night, and will share the net profits equally with the sponsoring organization. With the full option, the sponsoring organization assumes all financial risks and receives all net profit.
5. Sponsoring organizations using the full payment option must have the funds to do so. Union-funded organizations are usually not budgeted for this, and they must either receive Executive Board approval or choose the 50/50 option. For both options, the cost of the film, cartoon if requested, publicity as required by the contract, all postage and projectionist fees will be deducted from the collected income (Saturday films) or billed to the sponsor (non-Saturday films). The sponsor is responsible for any additional costs.
6. For organizations using the 50/50 option, UPAC Cinema will show a cartoon short prior to the feature if a cartoon is available. The sponsoring organization can request that no cartoon be shown. For clubs using the Full payment option that wish to show a cartoon, there will be an additional cost, and UPAC Cinema must be told at the time of booking.
7. The UPAC Cinema Saturday Night Coordinator has total authority over all financial

aspects of the show. Under no circumstances may the club take and deposit the money themselves. The Saturday Night coordinator is the person in charge of the night and all club members.

8. Funds collected will be deposited in the Union Depository into account #302410.3133 by the Saturday Night Coordinator (or by the projectionist for non-Saturday films).
9. All attempts will be made to have any account transfers completed no later than the end of the semester in which the transfers were initiated. The club representative must be present to initiate any account transfers.
10. UPAC Cinema will handle all the booking details, including ordering and returning the film. UPAC Cinema cannot guarantee the availability, arrival, or the condition of the film.
11. UPAC Cinema will provide the projector(s) necessary to show the film, as well as sound equipment for DCC 308. The sponsor is responsible for obtaining sound equipment in any room other than DCC 308. UPAC Cinema reserves the right to charge a \$25.00 equipment fee if needed.
12. UPAC Cinema will obtain a trailer for the film if possible. UPAC Cinema will provide either two preprinted one-sheet promotional posters, or if unavailable, will generate posters using the RCS printer system for the display cases in the DCC and Student Union. In addition, if this is a Saturday film, the movie will be featured on the weekly flyers posted by UPAC Cinema. The cost for the posters and trailer is \$_____. Any additional advertising is the responsibility of the club and is subject to restrictions imposed by the movie studios. Additional publicity is strongly encouraged.
13. The fee for the projectionist is included in the total cost of the night. He is paid at an hourly rate of \$_____. Only UPAC Cinema Qualified Projectionists can run films for UPAC Cinema. However, the projectionist may choose to decline payment if he so wishes. This arrangement must be made between the sponsor and the projectionist, and the UPAC Cinema Chair must be notified.
14. For organizations choosing the 50/50 option, the price of admission is \$2.50 and the organization agrees to honor UPAC Cinema Passes for free. If a patron wishes to buy a Bulk Pass, one of the UPAC Cinema officers present will complete this transaction. If a club wishes to charge a different amount for admission, they must choose the full

payment option. This will be negotiated between UPAC Cinema and the organization.

15. UPAC Cinema officers may enter the theater at any time (list available upon request).

16. UPAC Cinema officers may request a free ticket for any screening during the night.

17. UPAC Cinema reserves the right to cancel a show under the following stipulations:

- Loss or failure of equipment or subsystems, including loss of room reservation and if the film does not arrive.
- Sudden illness or injury of the projectionist requiring medical attention.
- If the physical condition of the film is deemed too poor to show. If time permitting, a reasonable effort will be made to find a replacement or substitute.
- If starting or continuing a show poses a threat to the safety, health, and/or security of the building, its occupants, or the RPI campus.
- By an order of any authority higher than UPAC Cinema, including, but not limited to, the Rensselaer Union Executive Board, Union Administration Office, Dean of Students Office, Public Safety, Troy Police, and Troy Fire Department.
- Any extenuating circumstances beyond the control of UPAC Cinema

18. UPAC Cinema reserves the right to change its policy during the semester. The club will be notified of any pertinent changes to the contract or the Saturday Night Responsibilities sheet.

19. If the person signing this contract for the sponsoring organization does not have the authority to do so, this request will be void. The person must have financial authority to sign this request.

20. Six or more people representing the sponsor MUST arrive at least 60 minutes prior to the first show time. They are responsible for the following jobs:

- Selling tickets/Checking Id (if applicable) – two people
- Ripping tickets at the door – two people
- Securing the auditorium – two people
- Concessions – two people in addition to the six required for the other positions (if applicable)
- Cleanup after the show – all present

Each of the above jobs will be explained the night of the show. After the last show of the night starts, all personnel except those securing the auditorium may leave after the Great

Hall is cleaned.

21. Six or more members of the sponsoring organization must remain at the show throughout the night. If six members are not present at any given time, the sponsor may be billed as per the conditions on the contract. These six members do not need to be the same six members for the entire night.
22. If the club is unable to provide the required six people at any time during the night, the club **MUST** notify the Saturday Night Coordinator or the Chair, giving at least two hours notice. The Saturday Night Coordinator at their option may recruit and pay UPAC Cinema members to cover the deficiency.
23. The sponsor is entirely responsible for making sure all rooms are kept clean and free of damage. If a club member damages a room in any way, the club is responsible for any and all damage costs.
24. The sponsoring organization is granted one overhead projector, provided by UPAC Cinema, to use as an advertisement. The Saturday night film is a place to promote your organization to the campus community. Every attempt must be made to take advantage of this. Other arrangements must be made in advance with the Saturday Night Coordinator.
25. The sponsoring organization has the option of selling concessions. However, the sponsoring organization **MUST PROVIDE** their own concessions. No UPAC Cinema concessions may be used and sold by the sponsor.
26. If the sponsoring organization does not wish to sell concessions, UPAC Cinema reserves the right to sell its own concessions for UPAC Cinema's profit.
27. Leftover concessions may be purchased by UPAC Cinema at the end of the show, if the sponsor desires. Receipts are required for any concessions to be bought from a club. Concessions buyback price will be the price of concessions divided by the number of items in the package, multiplied by the number of items left. Sales tax will not be taken into account. The UPAC Cinema Saturday Night Coordinator, Friday Night Coordinator, Chair, or their designee are the only people authorized to buy the concessions for UPAC Cinema.
28. Any sponsor failing to fulfill this contract will be penalized as follows:
 - The organization may be refused contract approval for a period decided upon by a vote of the UPAC Cinema officers.

- Failing to meet any or all responsibilities will be billed for any net loss or have a percentage of their profit withheld.
- Any organization providing less than the needed number of people (typically 6) to work at least one hour prior to the first show and throughout to the end of the last show, including at least two people to cleanup at then end of the night, the club will be billed for as many people as necessary (up to 6) to fill vacancies left by the club. The Saturday Night Coordinator will obtain the people necessary to fill the vacancies, and they will be paid at \$_____ per hour with a 1-hour minimum. The club will be billed for any such payment.

29. If the cash box total is lower than the calculated total, the club will be billed for the difference.

30. If the Saturday Night Coordinator is unable to be present the night of the movie, he will appoint a designated substitute who will be confirmed by the UPAC Cinema Chair. The club will be notified in advance if at all possible.