



OPERATIONS MANUAL AY 2015-2016

In consultation with the Dean of Student Affairs, the Student Affairs Directors' Council, the CAO Council of Advisers, and the CAO Council of Company Managers, the Culture and Arts Office (CAO) presents this manual of policies and procedures for the use of its artists, managing, and production groups. It serves as a guide to the Executive Board of the CAO groups through providing pertinent information necessary to conduct business with the mother office and other offices in the campus.

All provisions outlined in this manual are made consistent with the University's Mission Statement. More specifically, these provisions are instituted:

- To instill Lasallian virtues of Christ-likeness, dedication, discipline, honesty, and imparting of these values among the members;
- To maintain order in the operations of the office and the CAO groups;
- To maintain excellence and to strive for higher standards in all performances
- To encourage a striving for academic and professional competence and accountability and;
- To render service to the University and Nation by enlightening and educating them on the different art forms through relevant programs and by sharing with them our talents and resources.

These policies are made in conformance with University-wide and Student Affairs policies and directions of DLSU.

CULTURE AND ARTS OFFICE MANUAL AY 2015-16

Any proposal to amend these policies shall be coursed through CAO, the policy maker and the implementer of the said policies such as the Chancellor, Vice Chancellor for Administration, Vice Chancellor for Lasallian Mission and Alumni Relations, Dean of Student Affairs, and the Student Affairs Directors' Council. For comments and suggestions, email us at: glorife.samodio@dlsu.edu.ph or visit us at <http://www.dlsu.edu.ph/offices/sps/cao>.

All the staff, trainers, officers and members of the Culture and Arts Office are required to read the contents of this guidebook to facilitate smooth working relations and operations. Ignorance is not an excuse for any violation of the policies that will be committed.

THE LASALLIAN ARTISTS' PRAYER

Almighty God, source of all that is good
We praise and thank you for the wonderful talents
You bestowed upon us.

As we, at this moment, are about to
fulfill another task, let this be for your glory.

As we strive to excel in our performance,
may you be the one, Lord,
to shine among those who will be with us today.

Like John Baptist De La Salle,
who responded to your call of educating the least the last and the lost,
May we also teach the minds, touch the hearts and
transform the lives of others through our performances.

With this, we invoke your loving guidance for us to be
filled with faith, act with zealous heart and
commune with one another forever and ever.

AMEN.

Section 8

PROPERTY & VENUES MANAGEMENT POLICIES

(Based on the Policies of the Office of Student LIFE, Physical Facilities Office and the Culture and Arts Office)

All university facilities used for the purpose of student activities shall be responsibly utilized by maintaining their cleanliness and functional condition.

8.1. GENERAL GUIDELINES:

The use of any physical facility in the University must have the approval of the designated office and must be consistent with existing policies.

- 8.1.1. All matters of student activities with implications on the security and maintenance of the facilities of the University shall have the approval of the AVP-Facilities Management and Services.
- 8.1.2. No group activities or gathering inside campus will be allowed beyond 10:00p.m., exceptions to this rules shall require formal permission from the AVP-Facilities Management and Services through the Dean of Student Affairs. In which case, an Overnight/ Overstay permit will be needed.
- 8.1.3. Sound systems are only allowed at the Yuchengco Lobby, Henry Sy Lobby, Central Plaza and the amphitheater during the University Break (or U-Break), which is on a Friday from 2:40 PM – 5:50 PM. If outside this schedule, the volume of the sound system shall be regulated so as not to disrupt other activities and work within the area. On the other hand, the 15-minute intervals between classes may be used for short performances as long as it start and ends on time.
- 8.1.4. Priority for the use of any campus facility will be given to official events as determined by CAO in consultation with the duly authorized representatives of the various University units.
- 8.1.5. The University priority events are: SA Volunteer Recruitment Weeks, USG Recruitment Week, CSO Annual Recruitment Week, OCCS Job Expo, YES Practicum Bazaar, USG Elections and Campaign Period Students' Rights Awarenesss, Valentine's Week Bazaar, Chinese New Year Celebration, Environment Week, Animo Christmas and the Mission Statement University Week.
- 8.1.6. Should there be specific classrooms in the campus that will be used by a CAO group for a university event, the group should ask for permission from the college deans and AVC-Campus Development. Upon their approval, the group should request for a list of classes that should be transferred and look for rooms where they can be transferred in. The group is also responsible for properly informing all department chairs and faculty, and place advisories at the doors of their current classroom, one meeting before they transfer.
- 8.1.7. Please see Appendix I for the guidelines on the reservation, use of rooms and facilities, venue rental fees and room and facility rates.

8.2. STANDARD OPERATING PROCEDURES FOR ARTISTS IN USING ANY THEATRE IN THE CAMPUS:

1. Treat the theatre as a sacred area. This is your stage and your “kingdom” as artists.
2. Bags, slippers, clothes (especially dirty ones) should not be placed on the audience seats during rehearsals. The crossovers may be used (areas near the stage exits) as depository of your personal items.
3. Smoking, eating or drinking inside the theatre is strictly prohibited inside the theatre. The users should eat first before practices at the ground floor or outside the theatre premises. A fountain near the elevator at the 6th floor is available for drinking. Jugs may be used for drinking, but it drinking is only allowed at the crossovers, not on stage or at the audience area.
4. Putting the feet the back of the headrest of the audience seats is prohibited. These seats are for patrons who will watch and admire performances, it’s just but fair to make their seats as clean as possible.
5. The reservation of dressing rooms is not included in the pre-reservation of venues by CAO. The organizers should reserve the rooms on their own. Eating is allowed at the official dressing room below the orchestra pit. If more rooms are needed, classrooms maybe reserved at the Registrar’s Office. Smoking, eating and drinking are not allowed in the classrooms.
6. The flags should always be at their respective places especially during the National Anthem.
7. Special effects are discouraged at the audience area, unless the organizers will clean the area after use. (i.e. confetti, bubbles, etc. at the audience area)
8. For construction of big sets, the workers should be oriented properly in keeping paint off the stage and the crossovers.
9. The services of the Student Artist Managers, Lasallian Ambassadors, or SDFO Paragons should be availed for ushering services. They should be briefed properly on the event and the entrance policies.
10. CAO will reserve for the CAO group’s theatre use for one week before the event. Thus, it is expected that the CAO group will take advantage of the time given for set-ups and rehearsals. The groups should inform CAO if they will not use the theatre for the day. The Physical Facilities Office reserves the right to interrupt the set-up reservation if there are other major university activities that requires the use of the venue.
11. The ORGANIZERS should take all reasonable measures and adopt effective procedures to ensure that the production will be run professionally, and of good quality.
12. Only authorized personnel shall be allowed entry inside the auditorium. Thus, the ORGANIZERS should submit to AVC-Campus Development, a list of all the participants (production staff and performers).
13. Gambling during breaks and public display of intimacy are not allowed.
14. The campus closes at 10 p.m. and everyone should be out of the campus by then. A special permit is required for participants to stay on campus beyond 10 p.m.
15. The ORGANIZERS (i.e. performer, technicians, musicians and other members of the production staff) should use the service elevator at the backstage (for Teresa Yuchengco Auditorium) as their designated entrance.
16. The ORGANIZERS should refrain from loitering around/inside the auditorium and from sitting on the theatre seats or using the seats or aisles as repository for their

equipment and clothing. Backstage facilities (dressing rooms/corners of crossovers) can be used for this purpose.

17. Due care must be exercised to avoid damages to the auditorium facilities. Damages to auditorium property due to negligence of the participants shall be charged to the ORGANIZERS. The latter will be charged based on the actual cost of repair or replacement of the said property.
18. Cooking of any kind and by any means is STRICTLY PROHIBITED within the campus.
19. The ORGANIZERS will not hold the administration responsible for the consequences resulting from technical breakdown of the theatre facilities/equipment that are beyond its control during any event/performance.
20. Sprinkler heads, pipes, aircon ducts and diffusers should always be free from any obstruction. Hanging of props, banners, streamers or posters or additional spotlights on or near these equipment is strictly PROHIBITED.
21. Animals and substances (whether gas, solid or liquid) or anything that may prove hazardous, harmful or dangerous will not be allowed in any area of the auditorium. Plants may only be used on stage for decorations. The use of candles in the audience area for a candle lighting ceremony is not allowed. The use of fire, open flames, pyrotechnics, flammable materials, firearms and /or explosive materials shall be subject to the approval/clearance of DLSU.
22. The ORGANIZERS assume full responsibility in the insurance coverage of all the participants during the course of the production, and royalties with respect to the intellectual property rights.
23. Open house is announced and effected when everything and everyone in the production is ready and has been informed that the house is going to be opened. It should happen at the latest thirty (30) minutes before the curtain time. House chimes will be installed and sounded ten (10), six (6), and three (3) minutes before curtain time, or before resumption of the show after an intermission.
24. For the guidance of the audience, the ticket text should be clear as to the show's specifics (title, price, artists, date, time, dress code, control number and seat/section). The ORGANIZERS must also print the following in their tickets or stubs (if non-paying performance).

THEATRE HOUSE RULES:

1. Flowers, food, drinks, all types of cameras and recording devices are not allowed inside the auditorium.
2. Smoking, eating, or drinking is not allowed inside the auditorium.
3. Please refrain from using electronic gadgets such as laser pointers, cell phones, beepers, two-way radios, other gadgets or alarms (e.g. wristwatch) that may distract the audience during the show.
4. Children are welcome only at pre-determined events. The management may ask patrons with children to leave the auditorium in the event of disturbances.
5. Dress code may be specified in any given performance. Shorts and sandos are not allowed at any time.
6. The audience is advised to arrive THIRTY (30) MINUTES before curtain time. LATECOMERS will be admitted by the ushers at appropriate breaks only, depending on the type and nature of the event. No refunds will be made for patrons arriving late.

7. Unauthorized persons are forbidden from going into the dressing rooms, technical booth or orchestra pit before, during and after performances.
8. Admission into the auditorium is only up to seating capacity. Standing Room Only admission is strictly not allowed.

NOTE: Eating in areas designated as non-eating areas and unhygienic and improper use of university facilities are minor offenses covered in the Student Handbook Section 13. Violators of these policies will be reported to the Student Discipline Formation Office.

8.2.1. CAO OWNED

8.2.1 CULTURE AND ARTS MAIN OFFICE – BR.CONNON HALL ROOM 403-404 HARLEQUIN/INNERSOUL ROOM, LYO/DLSU CHORALE ROOM – BR. CONNON HALL 5/f & BAND ROOM (E. RAZON BLDG) & HARLEQUIN PRODUCTION ROOM (BELOW THE STAIRS OF MUTIEN MARIE BLDG.)

1. The central office of all CAO groups where all operations are being held is at Br. Connon Hall Rms. 403 or 404. All CAO groups are welcome to stay inside the offices. Official business hours are from 8:30 a.m. to 5:30 p.m. (without lunchbreak). Kindly observe the CAO Director's residency hours every term as posted on the door.
2. Only official CAG members are authorized to stay in the offices. They are required to wear their official nametags inside the office, or else they might get evicted from the room if a Discipline Officer sees them.
3. Non-staffers may not stay except on official business.
4. The Workrooms are off-limits after office hours unless there are practices or the trainers/ Director/ Coordinator is around.
5. Sleeping in the workroom/office is prohibited at all times.
6. Lunch is not allowed in the workroom/offices. However, sandwiches, cookies, softdrinks are allowed provided wrappers and bottles are properly disposed outside the office.
7. Proper decorum shall be maintained at all times, as befits an office atmosphere. Boisterous laughter, horseplay, shouting and undue display of intimacy is discouraged. CAG members are likewise expected to show common courtesy towards all SPS personnel.
8. All office materials, typewriters and computers are for OFFICIAL USE ONLY. CAG members are not allowed to use these for personal purposes. Violators shall be reprimanded.
9. CAG members are expected to assist in the general requirements of the offices and help in any way they can. Answering the phones when the secretary is not around, entertaining inquiring visitors, reminding other students of the houserules, etc. are examples of ways to help.
10. The Workroom is kept open at all times except during meetings to avoid disturbance.
11. CAG members are expected to keep their respective rooms clean and orderly at all times.

- *NOTE: The organization-in-charge of the activity is held responsible for the use, order and cleanliness of the facility and equipment. Air conditioning and lights must be turned off after the activity. Any individual or group found to have misused any campus facility or equipment will be held liable and penalized accordingly. Reservations are non-transferable. Any damage in the physical facilities*

should be shouldered by the offending group, to be debited automatically from their budget. Any student caught destroying/stealing any facilities of CAO shall be dealt with in accordance to the disciplinary policies provided for in the student handbook.

8.2.1.2. DANCE REHEARSAL HALL – BR. CONNON HALL 5/f

Any unit, department or student organization who wishes to use the Rehearsal Hall must fill up a reservation form (See Appendix F) duly noted by their respective adviser and/or SLIFE Coordinator/ Director. Forms approved by the CAO coordinator/ Director shall be presented to the CAO Secretary for access of the room key. IDs will be surrendered to the CAO Secretary and can only be retrieved upon return of the key.

8.3. POLICIES ON USAGE OF CULTURE AND ARTS OFFICE PROPERTIES

COSTUMES/ PARAPHERNALIA/PROPS

Each group is given the responsibility to take care of their costume sets and other paraphernalia. This task should be assigned to the costume master/mistress and property master/mistress. An inventory list of costumes/ instruments /etc. is submitted to CAO at the start and end of the school year for maintenance purposes. This should be duly signed by the group's Division Manager for Production and noted by the Company Manager at the end of every trimester. Such paraphernalia can be rented out to students or offices provided the latter fill up a borrowing form provided by the group. A rental fee will be charged based on the rate sheet to be made by the Division Manager for Production and Company Manager.

REQUEST FOR MOVERS/JANITORS

CAO groups may request for help in carrying props and other paraphernalia from the movers/ janitors. Fill up the Building and Grounds Maintenance request (Appendix F) for this concern at least 2 days before you need them.

TAKING OUT OF UNIVERSITY PROPERTIES

CAO groups need to make a gate pass (please secure the forms from the Physical Facilities Office) if they will take out any university property or transfer them to another location. It is the duty of the DM-Production to prepare this form.

8.4. POLICIES ON VENUES AND EQUIPMENT RESERVATION IN STC

For special events such as play, concerts, and others, write a letter addressed to the Vice President for STC. The letter contains the name of the event, date, time, facilities needed, type of activity and anticipated number of participants. In holding activities and events in STC, student organizers should submit an Activity Application Form (which is available from STC-SA, with the corresponding documents: Project proposal (done by EB as part of AQUA), Filled up Facilities Reservation Form (FRF) available at STC- 3 copies, Entry Form (E-Form), Property Declaration Form and Gate Pass- 2 copies if there will be invited outsiders, or vehicles, props, equipment or food from external suppliers coming in STC. All hard copies of pre-activity requirements (pre-approved by CAO adviser), need to be submitted to the SA- STC coordinator (Rm.W410, Milagros Bldg.); two weeks before the event date. Requests may be coordinated with the following offices:

- For Facilities Reservation (Outdoor lighting, outdoor spaces (e.g. campsite, parking lot); setting-up of elevated stage/platform; power source for light

and sounds equipment; request for overtime of maintenance personnel and addressed to the head of Facilities Management Office- STC), a copy of the Program flow should be submitted to the Facilities Management Office Head (Rm. E004A, Milagros Bldg.,) 10 days before the activity.

- For IT equipment(laptop, LDC projector) reservation, fill up the form from the Information Technology Service Office (4/F West Wing, Milagros Bldg.) three days before the activity.
- For AV equipment (speakers, microphones, other audio-visual equipment) reservation, fill up the form from the Instructional Media Services Office (2/F West Wing, Milagros Bldg.) three days before the activity.
- For temporary road-blocking, two-way radios, fire extinguishers and overtime of additional security personnel,or if the event will be opened to the public (concert, play, etc.), please write the Safety and Security Head, STC.
- For use of Water dispensers, please inform the Campus Services in-charge.

The student organizers should submit a soft copy of the Accomplishment Report with an e-signature by the concerned CAO adviser as instructed in this manual. A scanned copy of the said evaluation is also honored. Non-submission of Post-activity Evaluation Reports can serve as grounds for the non-approval of succeeding activity applications in STC.

8.5. POLICIES ON BRINGING OF FOOD INSIDE THE CAMPUS

The university as an academic community is served food by private establishments with existing contracts and agreements with the University. As a general rule, the bringing of food for a group activity/party/thesis defense/etc. on campus is prohibited. However, exemptions maybe allowed on the following instances:

8.5.1. To bring in food for more than 15 persons or to be allowed outside catering, the requesting party goes through the following procedures:

- Submit a copy of the quotation of the outside caterer to all the canteen concessionaires seven (7) school days (excluding Saturday and Sunday) prior to the scheduled activity. The quotation should clearly indicate the detailed description of the menu/food and the serving size to serve as basis of the canteen concessionaires for matching the outside caterer's price.
- The canteen concessionaires should indicate their conformity/ non-conformity with the quotation and send the quotation back to the requesting party on the following school day. Failure to respond within the given time frame automatically implies their conformity.
- If all the canteens cannot match the outside caterer's price, the entry permit form and copy of quotation signed by the concessionaires will serve as the authority of the requesting party to bring in the food. The approved entry permit form and copy of the quotations should then be submitted to the AVP-Campus Services at least 24 hours before the scheduled activity, for endorsement to the Security and Safety Office.
- If one or all of the canteens can offer the same menu at least 5% lower than the outside caterer's total price, then the requesting party has to order from the canteen of his/her choice.

- Requests for bringing in of food for the University Week shall be approved automatically by the concessionaires.
- 8.5.2. When bringing in donated food for a particular activity, the group submits as formal statement of donation from the donor with a detailed description and quantity of the food (i.e. big bilao of pansit palabok and 300 pieces of barbeque together with the entry permit to the Office of Student Life for approval.
- 8.5.3. When bringing in food on certain occasions (i.e. birthday, except catering and not for resale), for 6-15 persons only, the requesting party goes through the following procedure):
- Get a form (Food Entry Request Form) from the Office of the AVP-Campus Services and fill out the form. This should be submitted at least one (1) day prior to the occasion. Please attach a detailed description and quantity of the food.
 - Secure the approval of the AVP-Campus Services and upon entering the campus, present the approved form to the security guard for proper inspection.
- 8.5.4. Food for less than 6 persons will be allowed entry by the security guards.
- 8.5.5. CAO groups must observe the University's Zero Styro Campaign.

8.6. USE OF ENVIRONMENT FRIENDLY MATERIALS

All CAO groups are encouraged not to use any props or set made of styrofoam or any non-recyclable materials. The DM Production should ensure that any props or set can still be used in future productions, at least 2-3 times in 3 years.

8.7. CLEANLINESS AND WASTE MANAGEMENT

All CAO Groups are requested to maintain order and cleanliness in the rooms assigned to them. All materials should be properly kept inside the cabinets, and announcement should be properly posted on the bulletin boards. Groups are encouraged to clean and dispose unused materials every term. Materials disposition forms are available at CAO, to be coordinated with the CAO Secretary.