

## **THEATRE UTILIZATION AND USE POLICY**

The Hammer Theatre Center, operated by San José State University, serves both the university and community. As such, the theatre will program and accommodate events and uses that reflect and enhance the broader educational mission of SJSU and the unique characteristics and diversity of the greater community and of Silicon Valley.

As guiding principles, the theatre will determine acceptance of booking proposals based on these criteria:

- All uses will be vetted against the “Policy for Use of University Facilities and Outdoor Spaces for Special Events, Activities and Programs” (SJSU PD 2011-01; <http://www.sjsu.edu/president/directives/pd1101/> ).
- San José State University operating unit requests must be in alignment with the educational mission of the university and will be given primary consideration for date allocation.
- Community and non-SJSU operating units including student organizations will be given secondary consideration for date allocation; professional theatre is specifically given the higher priority in this area.
- All uses will be vetted against the principle of programming high-quality artistic, cultural, and educational programs.
- Final approval and scheduling of events and uses will be determined by Hammer Theatre management.