

Paducah Symphony Orchestra

Symphony Hall

Facility Rental Policies & Expectations

Effective July 1, 2025

1. GENERAL CONDUCT

- All renters and their guests must conduct themselves in a respectful and professional manner at all times.
- Behavior that disrupts other users or causes damage to the facility is grounds for immediate termination of rental without refund.
- The renter assumes full responsibility for all individuals associated with their event, including performers, staff, vendors, and attendees.

2. PERMITTED EVENT TYPES

- This policy applies to the following types of events:
 - - Student or studio recitals
 - - Music performances/Variety shows (acoustic or amplified)
 - - Corporate meetings, presentations, or award ceremonies
 - - Public or private film screenings
- If your event falls outside these categories, it must be approved by PSO management.

3. FACILITY ACCESS & SCHEDULING

- Facility access is limited to the contracted times. Early arrivals and late departures may incur additional charges.
- All setup, rehearsal, performance, and teardown time must be included in your rental period.
- Only authorized personnel may access backstage areas, production booth, and equipment storage.

4. TECHNICAL & EQUIPMENT USE

- PSO-provided equipment (lighting, sound systems, video production, microphones, etc.) must be operated by PSO-approved technicians or trained personnel.
- A technical consultation or rehearsal may be required for events using extensive AV or lighting.
- No modifications may be made to installed systems, stage rigging, or lighting plots without prior approval.

- Piano Use (Recitals & Performances):
- - Use of the Steinway grand piano must be requested in advance and will incur an additional fee.
- - No food, drinks, or decorations are permitted on or near the piano.
- Film Screenings:
- - Renters must provide films in an approved format at least 72 hours in advance for testing.
- - PSO is not liable for format incompatibility or projection issues due to late submissions.

5. EVENT SETUP & CLEANUP

- Renters are responsible for basic cleanup after their event (removal of trash, personal items, decorations).
- PSO staff will handle standard facility cleaning, but extra cleaning charges may apply if the hall is left in poor condition.
- Decorations must be freestanding—nothing may be taped, nailed, or adhered to walls, floors, or seats.

6. SAFETY & SECURITY

- Exits, aisles, and walkways must remain clear at all times.
- Events may require on-site PSO representative or security personnel, depending on size and nature.
- Emergency contact information must be provided before the event.

7. FOOD, BEVERAGE & ALCOHOL

- Food and beverage service must be pre-approved and follow health and safety regulations.
- Alcohol is permitted only under the PSO license and must be served by our licensed personnel.
- No food or drink allowed on stage, control booths, or technical areas.

8. PARKING & LOAD-IN

- Use designated entrances for load-in/load-out. Specific schedules will be coordinated in advance.
- The renter is responsible for transporting their own equipment unless arranged with PSO.
- Unattended vehicles in fire lanes or loading zones will be towed at the owner's expense.

9. INSURANCE & LIABILITY

- PSO may require proof of general liability insurance, particularly for large or public events.
- The renter is financially responsible for any damage to the facility, furnishings, or equipment.
- PSO is not liable for loss, theft, or damage to items brought into the facility by the renter or guests.

10. MARKETING & SIGNAGE

- Any use of the Paducah Symphony Orchestra name, logo, or venue photos in marketing must be approved in writing.
- Posters, flyers, and directional signage may not be taped or affixed to doors, walls, or windows.
- Event listings on social media or public calendars must not imply PSO sponsorship unless explicitly agreed upon.

11. CANCELLATIONS & REFUNDS

- Cancellations must be made in writing.
- Refund policies will follow the terms outlined in your rental agreement. Refunds are not granted for no-shows or early departures.
- PSO reserves the right to cancel or reschedule events in case of facility emergencies or force majeure.

Contact Information

- For questions, scheduling changes, or technical assistance, contact:
- C. Todd Birdsong, Operations Director
- Email: todd@paducahsymphony.org
- Phone: 270-444-0065