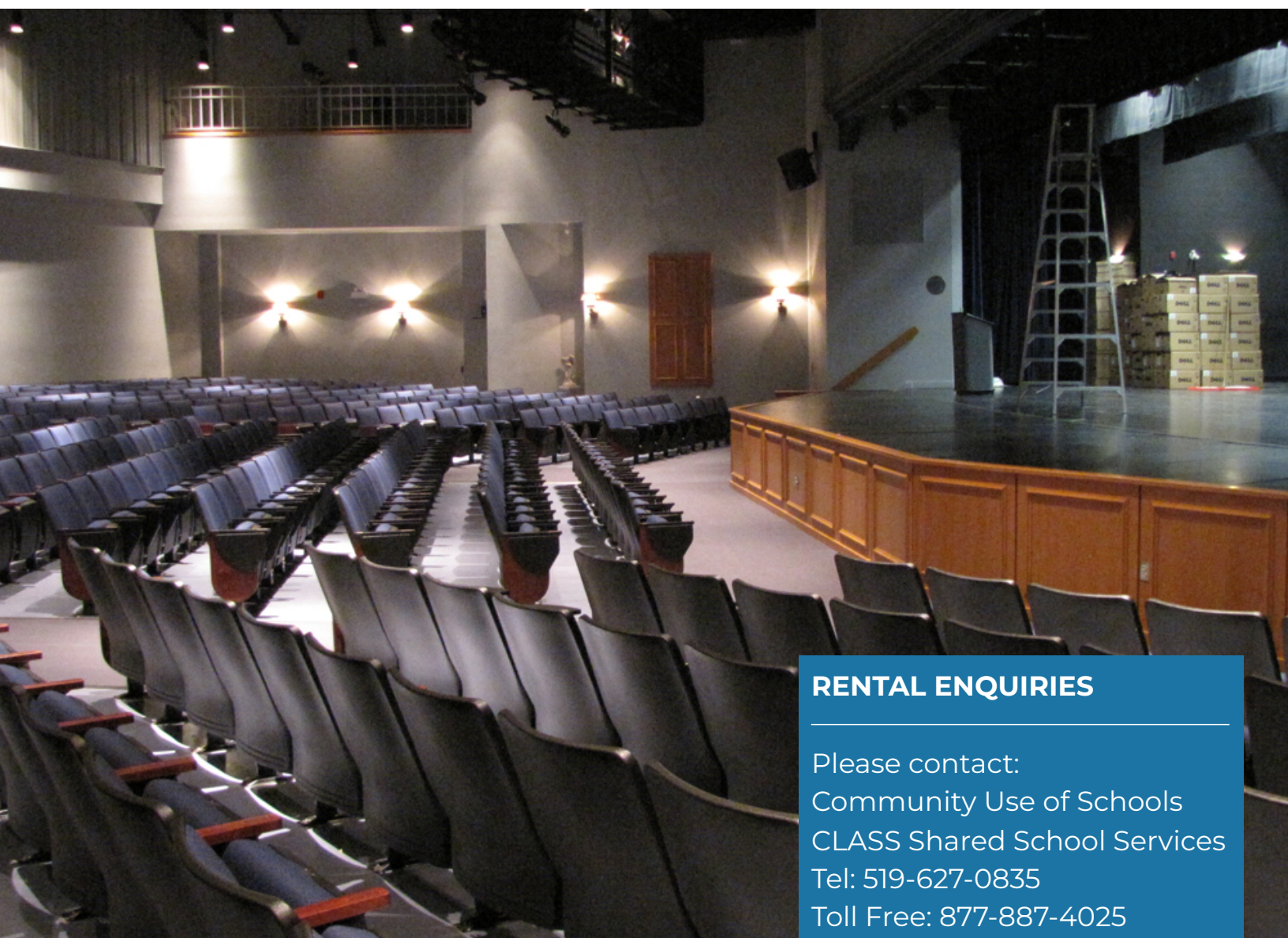




# AUDITORIUM RENTAL INFORMATION PACKAGE

Ursuline College Chatham  
Catholic Secondary School  
[85 Grand Avenue West, Chatham](https://www.ursuline.ca/85-Grand-Avenue-West-Chatham)



## RENTAL ENQUIRIES

Please contact:  
Community Use of Schools  
CLASS Shared School Services  
Tel: 519-627-0835  
Toll Free: 877-887-4025  
[www.cklass.ca](http://www.cklass.ca)

UCC Auditorium is located within Ursuline College Catholic Secondary School, a St. Clair Catholic District School Board school. The auditorium supports programs at the school and the Board by acting as a venue for numerous events including theatre, dance, music, film and presentations.

Opened in 2003, UCC Auditorium has over 500 seats, 2 green rooms, a large stage with street level 'garage door' access, an orchestra pit, and a catwalk that extends over the entire auditorium. There is also a lighting/sound system located in a separate booth and a box office in the main entrance/lobby. This spacious auditorium is air-conditioned and wheelchair accessible.


It is the intent of the Board to make UCC Auditorium available, for approved Community Use of Schools rental activities, in a fair, equitable and cost recovery manner, while recognizing that the primary use of the facility is for the delivery of education to it's students.

Community Use of Schools is operated under the umbrella of Chatham-Kent Lambton Administrative School Services (CLASS), which is jointly and equally owned by the Lambton Kent and St. Clair Catholic District School Boards.

If you would like to book a site visit to determine if UCC Auditorium will suit your program needs please contact the Community Use of Schools Rental Office @ 877-887-4025.

## LOCATION

UCC Auditorium  
Ursuline College Catholic Secondary School  
85 Grand Avenue West  
Chatham ON N7L 1B6





# ACCESSIBILITY

UCC Auditorium is dedicated to providing a barrier-free environment for all students, staff, and community members.

**PARKING:** Clearly marked, accessible parking spaces are located close to the auditorium.  
*Parking Map - page 13*

**ACCESS:** Automatic door openers are located at the main entrance, and within the venue.  
*Floor Plan - page 5*

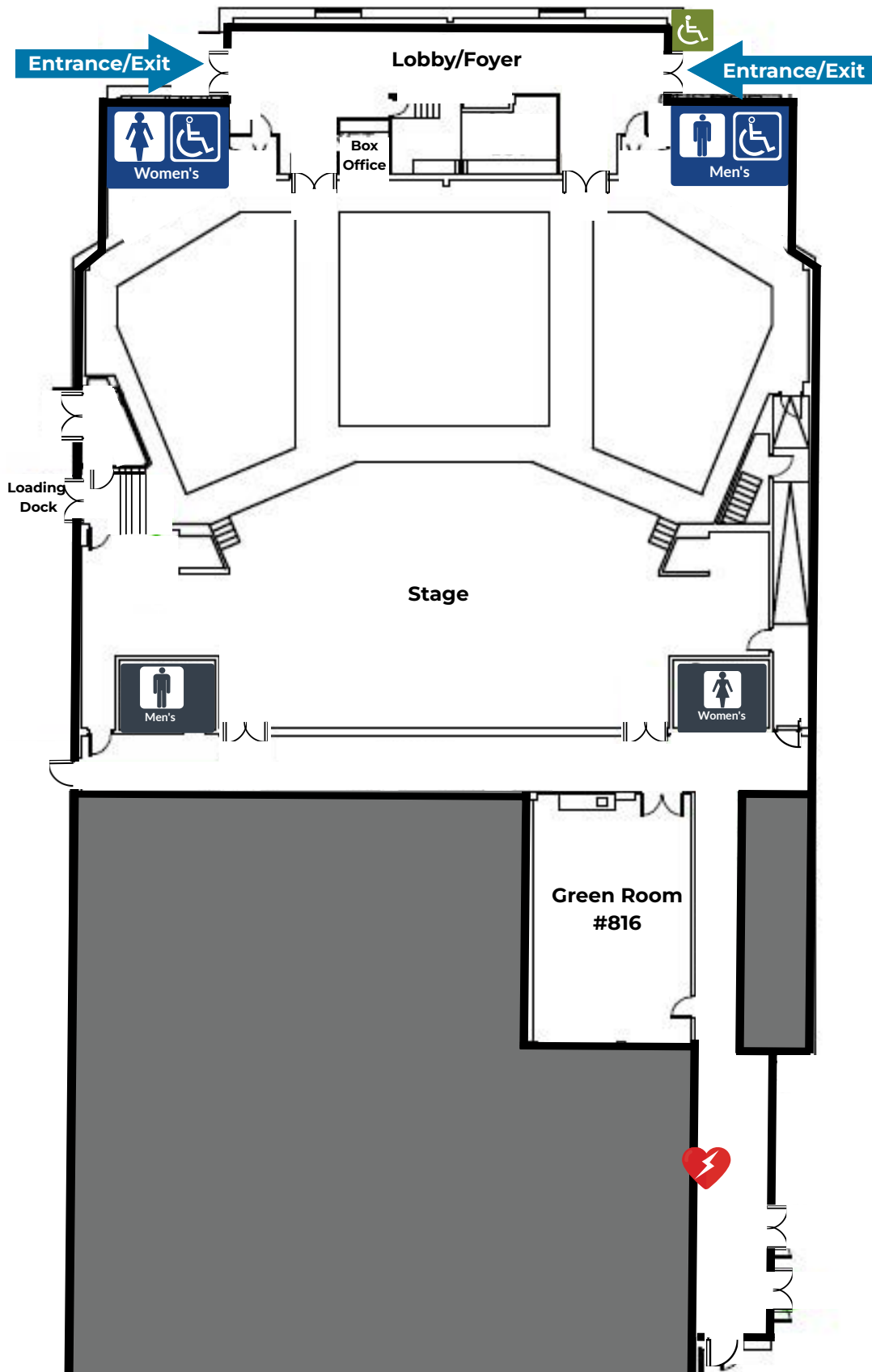
**SEATING:** There are four wheelchair positions that could also be used as walker 'parking spots'.  
*Seating Plan - page 8*

**WASHROOMS:** Accessible washrooms are conveniently located in the auditorium lobby.  
*Floor Plan - page 5*

**SCENT ADVISORY:** UCC encourages a scent-free environment and asks that, in consideration for others, people refrain from wearing heavily scented products.

**SERVICE ANIMALS:** Service animals are welcome, there are areas in the auditorium where aisle/leg room allows space, without obstructing other patrons, or building fire codes/evacuation procedures.

# AUDITORIUM FLOOR PLAN



## Accessibility

We are committed to ensuring these facilities are accessible to all members of the community.



Accessible washrooms



Wheelchair level door buttons



Automated External Defibrillator (AED)



# FRONT OF HOUSE

## AUDITORIUM LOBBY/FOYER

Auditorium rentals include complimentary use of the bright, spacious lobby area, for reception prior to the event, intermission, and post-show activities. Accessible washrooms are conveniently in the lobby.

Length: 62ft (18.9m)

Width: 16ft (4.9m)

## BOX OFFICE

If requested, auditorium rentals may include use of the Box Office, which is located in the lobby. This rentable space has a counter and a door which can be closed/locked for box office security.

Length: 7.5ft (2.3m)

Width: 6.5ft (2m)

If rental groups wish to sell food and/or non-alcoholic beverages this must be requested during the application process. Groups are responsible for determining if a Vendor Permit is required. No food or beverages (other than water) are permitted inside the auditorium.



# AUDITORIUM SEATING

**SEATING:** 507 fixed seats + 4 wheelchair positions (that could also be used as walker 'parking spots').

**SEATING STYLE:** Raked seating, on an upwards slope away from the stage, provides an unobstructed view from all seats.

**SEATING ARRANGEMENT:** 'Theatre style seating' with multiple aisles for easy access.

**SEATING:** Upholstered self-rising seats with arm rests, aisle panels and under seat lighting.

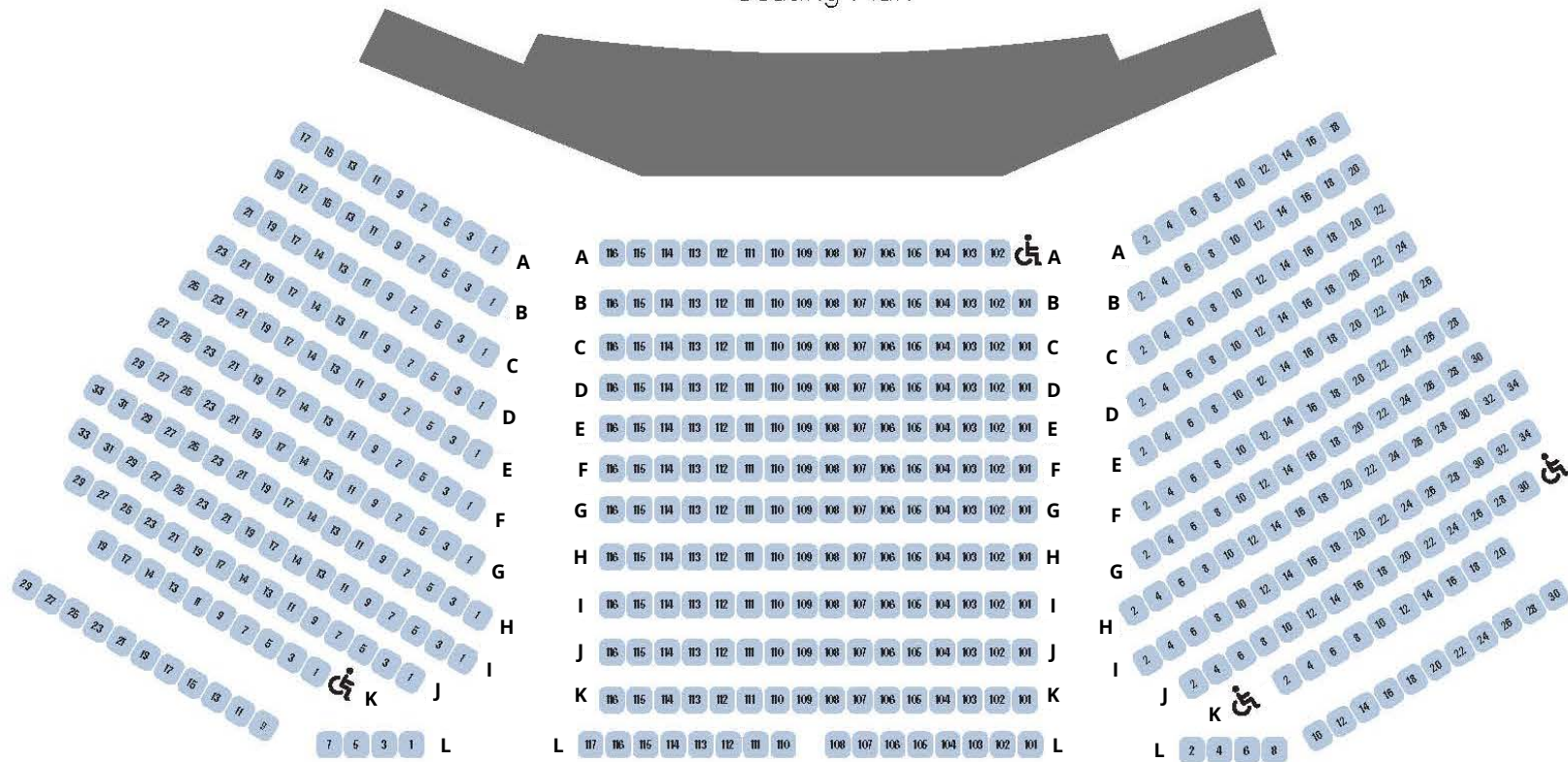




# AUDITORIUM SEATING PLAN

## Ursuline College Chatham UCC Auditorium

### Seating Plan





# STAGE OVERVIEW

**TYPE:** Proscenium, wings stage left and right

Audience face the stage straight-on and the stage has an 'arch' which acts like a picture frame through which the action can be seen.

**FLOORING:** Masonite, painted black

Appropriate floor covering, such as a portable dance floor, must be used for activities that may damage stage floor, example: tap dance.

**ORCHESTRA PIT:** Can accommodate 20 musicians, has a lift off top in 24" sections.

Arrangements for orchestra pit access must be coordinated via the Rental Office well in advance of the booking.







# BACK STAGE FACILITIES

## GREEN ROOM

Currently there is one dressing room available for community use bookings (also referred to as 'green room'). As noted on the Auditorium Floor Plan (page 5), this room is located directly behind the stage and is wheelchair accessible from the stage.



## LOADING DOCK

There is street level motorized garage door loading access with direct access to the stage.

There is space for a truck to back-up to the loading door.

Door height: 10ft, 6in (3.23m)  
Door width: 7ft, 10in (2.16m)



# AUDIO VISUAL (AV)

Audio Visual equipment includes:

- Sound system with a podium, microphone, and auxiliary input jack
- Ceiling mounted laser projector, suspended over the seating area
- Matte white motorized screen lowers centre stage at proscenium

Rental groups must secure a 3rd party company, with knowledge of the auditorium's AV system, to run the equipment during the rental. If they are unable to provide this, then they must plan to have someone run the AV system, following the step-by-step instructions in the 'Guide to using the UCC Theatre AV System'. To access the Guide please [click here](#).

To watch a short training video on how to run the auditoriums AV system please [click here](#).

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*Rental groups may not operate, rearrange, relocate, or tamper with any technical equipment including lighting, curtain and rigging systems. The operation of this equipment may only be conducted by a Board approved professional service.*





Exit to  
Poplar Street



Soccer Field



Ursuline College  
Auditorium

Ursuline College

## Parking Map Legend

*\*All parking is free*



Accessible Parking



Passenger Drop-Off

## Ursuline College Auditorium

Ursuline College Catholic Secondary School  
85 Grand Ave W, Chatham, ON N7L 1B6



Entrance from  
Grand Ave W

Exit towards  
Grand Ave W



# RENTAL FEES

Rental categories, also referred to as permit types, determine priority of use and rental fees.

| 1   | 2  | 3   | 4  | 5  | 6   |
|---|--|---|--|--|---|
| NFP YOUTH PROGRAMS  | YOUTH PROGRAMS   | COMMUNITY PROGRAMS  | SPECIAL EVENTS   | OTHER PROGRAMS   | BUSINESS/ OTHER   |
| Youth programs for Lambton Kent residents, run by not-for-profit organizations. | Youth programs for Lambton Kent residents, run by community groups on volunteer basis. | Community programs for Lambton Kent residents, run by not-for-profit organizations. | Special events for Lambton Kent residents & non-residents, run by not-for-profit organizations, such as sports tournaments and coaches' clinics. | Programs run on a volunteer basis, which don't meet other categories, such as a non-affiliated adult sports leagues. | Programs for private/corporate gain, or organizations that could otherwise rent/own their own facility using space on a regular basis, such as church services. |

The Ministry of Education provides school boards with an annual Community Use of Schools grant which boards use to subsidize rental fees for NFP organizations. While this is in effect some categories are eligible for subsidized rates; should the funding end non-subsidized rates apply.

|                              | 1                | 2       | 3                | 4                    | 5       | 6        |
|------------------------------|------------------|---------|------------------|----------------------|---------|----------|
| <b>Hourly Rental Fees</b>    |                  |         |                  |                      |         |          |
| Green Room                   | \$0              | \$5.00  | \$0              | \$6.50               | \$8.50  | \$17.00  |
| Box Office                   | \$0              | \$5.00  | \$0              | \$6.50               | \$8.50  | \$17.00  |
| UCC Auditorium - Rehearsal   | \$0              | \$19.50 | \$0              | \$24.50              | \$32.50 | \$65.00  |
| UCC Auditorium - Performance | \$0              | \$41.00 | \$0              | \$51.50              | \$68.50 | \$137.00 |
|                              | FULLY SUBSIDIZED |         | FULLY SUBSIDIZED | PARTIALLY SUBSIDIZED |         |          |

All fees subject to HST

# ADDITIONAL RENTABLE SPACES

## Cafeteria

If requested, auditorium rentals may include use of the school's cafeteria. This large 6,077 sq ft space provides a great venue for catered meals pre or post shows.

Capacity: 595 people/seated at tables

The small cafeteria can also be booked to extend the dining space.



## Meeting Room

Need a space to meet and plan your auditorium rental event? The Lancer Commons, which is separated into several sections, has one large area that can accommodate 20-30 people seated at tables (the rest is high seating at small raised tables). This a food & drink free area.

Length: 62ft 2in  
Width: 44ft 3in



While the Community Use of Schools grant is in effect some categories are eligible for subsidized rates; if the funding ends [non-subsidized rates](#) apply.

|                           | 1          | 2       | 3          | 4          | 5       | 6       |
|---------------------------|------------|---------|------------|------------|---------|---------|
| <b>Hourly Rental Fees</b> |            |         |            |            |         |         |
| Cafeteria                 | \$0        | \$16.50 | \$0        | \$20.50    | \$27.50 | \$55.00 |
| Meeting Room (Library)    | \$0        | \$13.00 | \$0        | \$16.50    | \$22.00 | \$44.00 |
|                           | SUBSIDIZED |         | SUBSIDIZED | SUBSIDIZED |         |         |

All fees subject to HST

# STAFFING FEES

**CUSTODIAL STAFF:** A custodian must be on site for the duration of all rentals. Fees apply when they are required to be at a school outside regular working hours and if additional staff are required for large rentals.

- Weekday \$32.00/hour
- Saturday \$48.50/hour
- Sunday \$64.00/hour

While the Community Use of Schools grant is in effect categories 1 & 3 are eligible for 100% subsidized rates and category 2 is eligible for partial subsidized rates; if the funding ends [non-subsidized rates](#) apply.

**SECURITY:** Determined individually for each rental.



# EQUIPMENT FEES

**PORTABLE DANCE FLOOR:** UCC Auditorium does not have a portable dance floor however groups can contact the Rental Office @ 519-627-0835 for community contacts to rent one.

**PROPS:** With school approval, some school props may be used. These requests must be made during the application process and relevant wear/tear fees, as determined by the school, apply.

**AUDITORIUM PROJECTOR:** \$20/hour

**MICROPHONES:** \$10/day each



# AUDITORIUM ETIQUETTE

## Food and beverages

Depending on the rental, snacks and drinks may be available before the event and during intermission, to be enjoyed in the lobby. Other than bottled water, food and beverages are not permitted in the auditorium or on the stage.

## Smoking

The use of tobacco, smokeless tobacco, vaping paraphernalia, or illegal substances is prohibited on school grounds and within 500 feet of school property, including school parking lots.

## Scent advisory

UCC Auditorium encourages a scent-free environment and asks that people please be considerate of those in the audience who may have allergies and/or multiple chemical sensitivities and refrain from wearing cologne, perfume, or other scented products.

## Lost and Found

These items will be kept at the school, and held at the front desk, for one week following the rental. Please call 519-351-2987 to inquire if an item has been found.

## Respect the space

Please help us care for this facility; ensure people stay within the rented areas, and leave the facility as it was originally found.

## Parking

Groups are asked to please NOT park on neighbours property, unless they have requested and received permission from the property owners (such as Evangel Community Church).

# RENTAL ENQUIRIES

PLEASE CONTACT:



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