

Oberlin College & Conservatory
Apollo Theatre Rental Information

Policy Name: Apollo Theatre Rental Information

Responsible Position for Policy: Tina Zwegat, Director of Student Activities

Office/Department Responsible for Policy: Presidents Office

Division Responsible for Policy:

Original Issue Date:

Last Revision Date: 05/2020

Log of Previous Revisions: 02/2020

I. Policy Purpose: The Oberlin Apollo Theatre is managed by Cleveland Cinemas. Rentals would be defined as use of the theater for anything that is not a screening presented by Cleveland Cinemas.

II. Policy Statement: Oberlin College has six “free days” to use with no charge. Theoretically, this would mean six 2-hour time slots, but we have used this as free “DAYS”. These days are determined by the Director of Student Activities in consultation with the Assistant to President, when needed. The two days of screenings over Commencement Weekend historically use two of the six days.

In addition, arrangements have been made with Cleveland Cinemas for “every other” Wednesday night prime time at no charge for Oberlin College events. This fluctuates once the Met schedule is in place. The scheduling of the “free” Wednesdays is first come, first served.

III. Policy Scope/Eligibility: Requests per approval from Campus and Community

IV. Administration: Tina Zwegat

V. Procedures:

I. Arrangements for rental of facility are through Tina Zwegat in the Oberlin College Student Union.

II. Requests are only taken in writing on the form provided by the Director of Student Activities. Once a request is received, the Director of Student.

- III. Activities will “negotiate” the date/time with Cleveland Cinemas personnel. Rentals are scheduled in the EMS scheduling system by the Director of Student Activities with confirmations sent to client and Cleveland Cinemas.
- IV. Requests are to be sent to tzwegat@oberlin.edu. At least 30 days prior to event date. Requests should be received on the Apollo scheduling form. Question may be directed to Tina Zwegat Phone: 440-775-8167, Fax: 440-775-8480
- V. Best days to consider: Sunday, Monday, Tuesday, Wednesday, and Thursday. Peak days (Friday, Saturday,) may be available, but will have a higher rental fee.
- VI. Rental prices may vary based on theater size and show time.
- VII. Price is per screening slot, max of 2-2.5 hours.
- VIII. Tickets may be sold via Apollo box office and website. Service is included in rental fee, and you are reimbursed with a check for 100% of box office proceeds.
- IX. If client is providing film, DVD/Blu-Ray is generally the best format.
- X. Movie studios may charge for “public performance rights” to put an older movie on the screen. Cleveland Cinemas can determine applicable costs, secure rights, etc. on your behalf. This is an additional fee (normally \$250 range).
- XI. If you would like a private screening of a movie we are currently showing, this is not the same as renting a theater. Private screenings generally require purchasing all the seats in the auditorium times the ticket price, as opposed to the flat fee. Please contact Tina Zwegat for more information on private screenings.
- XII. For use other than film screenings, please fill out the facility request form and call the Student Union office to make an appointment to meet with Tina Zwegat. [Insert link to request form?](#)

