



SAMUEL E. KELLY ETHNIC CULTURAL CENTER

UNIVERSITY of WASHINGTON

Office of Minority Affairs & Diversity

Last Edited 9/15/25

Theatre policies

1. Reservations for the Center and Theatre can be made a maximum of six months in advance.
2. A minimum of three-weeks advance notice is required for all reservations for the Ethnic Cultural Theatre, no exceptions.
3. For Theatre Reservations, a minimum of 1 hour between events is required.
4. Those making a reservation for an event assume responsibility for their group and guests, and they shall assume any financial responsibility for excess cleaning and/or repairs resulting from damages should they occur in the facilities during the reserved time.
5. Short notice requests for the Theatre are not accepted.
6. All Ethnic Cultural Theatre requests will be staffed with the intention of having two Theatre Technicians.
 1. In the event of your booking only having one tech, you will be refunded for the second staff charge
 2. Groups wanting to bring their own tech is permitted with proper approval. The booking will still be assigned two ECT Techs, unless approved otherwise.
 3. The ECT cannot guarantee that the same two technicians will be available at every rehearsal or performance. Please plan to have your own running crew or board operators for recurring rehearsals and performances for this reason.
7. Reservations that are not approved should not be advertised until the group receives a final confirmation from the Reservations office. All paperwork, payment and other requirements must be fulfilled before an event is finalized and confirmed. Tentative approval or holds are NOT final confirmations. Being on the schedule is not a confirmation.
8. Use of the Ethnic Cultural Theatre must comply with all University of Washington and Washington Administrative Code ([WAC 478-136-030](#)) regulations.
9. Late Stay: any group staying longer than their assigned booking shall assume responsibility for the excess fine. Refer to the rates/fees for charges. This could include,

but is not limited to: additional hourly pay for staffing, space rental charge, late stay fee, etc.

10. Food is not permitted within the theatre Auditorium space. This includes backstage. Food is permitted in the lobby and dressing rooms. Any food must be approved on the reservations by the ECC reservations team.

1. Alcohol is only allowed with proper approval

i. Guidelines written for techs to understand what is allowed

1. Events with alcohol service will require either a WA state issued Banquet Permit or a Special Occasion License to be obtained by the renter

2. Any alcohol or banned substances found by our staff will be reported and the group will be subject to any fines, cancellations to future events, and banned use of both ECC and ECT spaces

11. The ECT does not store items for groups. After a reservation is done, it is the group's responsibility to take all their items

1. Renter has 24 hours to remove items. If items are not picked up within 24 hours the ECT will call Facilities to have the items removed and are subject to additional charges

2. Items left behind exceeding reservation time are subject to additional fees

12. Rates/fees

1. Reserving additional time in the space requires 24 hours notice and must be done through the ECC Reservation Coordinator. ECT technical staff do not oversee scheduling or reservations, and may not be able to answer questions about the theater schedule.

13. Fire Code:

1. All scenery must be fireproofed. Wooden structures need to be covered completely in latex paint or flame retardant (Flamex). Fabric drops need to be made from a fireproof material or treated with retardant.

2. Fire exits cannot be obstructed at any time. Scenery and stored objects need to be placed to maintain clear paths to the exits.

3. Exit signs can not be obstructed or concealed for any reason.

4. One fire extinguisher is located backstage right, and access must be maintained at all times.

14. If there is any speculation that your event is being planned or organized by an outside organization, the rates applied to your event will be adjusted accordingly.
15. Additional Equipment/items that are brought outside of the theatre need to be approved by ECC reservations staff. ECT has some supplies, but they are only used for staff purposes. Approved items can be, but are not limited to: gaff tape, spike tape, tie line, and black wrap. Any items that are not approved will be subject to additional charges to the event and/or cancellation and future reservations. This includes:
 1. Fog machines, dry ice, foam machines, etc.
 2. Machines that can be potential fire hazards
 3. Anything potentially damaging to the stage or any part of the building
16. ECC/ECT does not provide parking. Please contact UW Transportation Services with any questions regarding parking ucommute@uw.edu

Note:

ECT is aware that the building is non-ADA compliant. We are working with the University to update the space. The ECT was built during a time that does not comply with current building standards. We apologize if we cannot accommodate ADA request.