

# COMEDY SPOT TRAINING CENTER

## MEETING & REHEARSAL BOOKING GUIDELINES

*Updated December 5, 2018*

The main classroom, rehearsal, and meeting location for the Comedy Spot and Sacramento Comedy Foundation (SCF) is the Comedy Spot Training Center, located at 915 T Street, in Sacramento. This property is owned by [The Center](#) (Sacramento Chinese Community Service Center), a local, youth-based nonprofit that is generously renting the facility to Sacramento Comedy Foundation.

This building is a shared space, used not only by the Comedy Spot and SCF, but also by employees of The Center. Out of respect for this partnership, the following guidelines have been established for booking rehearsal and meeting space with the Comedy Spot. Because of increasing demand, guidelines should be followed to best accommodate everyone, in addition to addressing general issues of safety and liability.

Submit booking requests for space usage to: Tina Jett – [tina@saccomedyspot.com](mailto:tina@saccomedyspot.com)

Sacramento Comedy Foundation strives to support all local comedians, teams, and shows. Priority for booking performance meetings and rehearsals is given to teams and shows performing at the Comedy Spot.

- Before requesting space for performance meetings and rehearsals, **teams and shows must already be booked on the Comedy Spot calendar**. This includes Cage Match and 10:30 Shows.
  - While doing our best to accommodate everyone's needs, booking priority is given to Friday and Saturday night headlining and featured shows. You may be asked to reschedule your time and/or location to allow for these shows to have precedence, if their needs are time-sensitive. Most headlining and featured shows already have established rehearsal schedules which should minimize this situation.
- General meetings are for Comedy Spot administrative or leadership groups.
- When submitting a booking request, please include the names of participants in your team, show, or meeting who will be in attendance.
- **Use of the Comedy Spot stage is an exception** that will be granted on a case-by-case basis for stage/tech-specific meetings. Examples are sketch or musical shows, or if the training center is booked and an alternative date is not possible.
- To reserve space at the training center, you must have completed a walk-through with a Comedy Spot administrative employee AND signed off on corresponding paperwork. This will ensure you are familiar with the training center's opening and closing procedures, associated responsibilities, and safety measures. Walkthroughs are subject to Comedy Spot employee schedule availability. Please be sure to arrange your walkthrough as far in advance as possible, prior to your booking needs.

- The group representative doing the walkthrough will be responsible for all attendees during their booking period, and must make sure all attendees are adhering to the space use policies and guidelines.
- The pickup and return of a temporary training center key is subject to the schedule availability of a bartender on duty at the Comedy Spot, who will issue one to you.