

VENUE RENTAL INFORMATION

UNIVERSITY THEATRE



www.universitytheatre.ucr.edu



WELCOME

Thank you for considering University Theatre (UT) at UC Riverside for your upcoming event. Our venue offers professional-grade facilities, technical expertise, and dedicated staff to help make your production a success.

This packet provides an overview of our spaces, rental process, policies, and key information to help you get started.



AMENITIES

- The House: 460 plush seats with optimized sightlines and ADA-accessible seating zones.
- The Stage: A 34' wide proscenium with an adjustable orchestra pit.
- The Details: Installed rep lighting, sound, and projection systems.
- Artist Amenities:
 - Dressing Rooms: Two 16-person ensemble rooms and two "Star" suites, all featuring lighted mirrors and showers.
 - The Green Room: A private sanctuary for talent to relax between sets.
 - Laundry Facilities: On-site washers/dryers for multi-day runs.
 - Loading Dock: Ground-level access for seamless equipment load-in.

For our full technical specifications, [click here](#).

ADA Accessibility

Our venue is fully ADA-compliant, offering accessible entrances, restrooms, and designated seating areas for patrons with disabilities. Our staff can also assist with special accommodations to ensure a comfortable and inclusive experience for all guests.

WHAT WE OFFER

We act as your production partners. To ensure a seamless event, please note our capabilities and boundaries.

Professional Event Staffing

- Experienced house managers, ushers, and technical support.

Box Office & Ticketing Support

- Online ticket setup and front-of-house ticket management available.

Technical Consultation

- Pre-event planning meetings with our Event Manager and Technical Supervisor.

Venue Resources

- Select furniture, orchestra shell, risers, piano, projector, and basic music equipment.

Audience Support

- Reserved seating assistance for VIPs and special guests.
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WHAT WE REQUEST

Cashless Transactions Only

- UCR is a 100% cashless campus.

Campus Catering Required

- Catering requests must be coordinated with our on-campus partner Citrus Grove Catering.

Fire & Safety Compliance

- No open flames, smoking, candles, or pyrotechnics.

House Rules

- No food or drink in the theatre; mobile devices must be silenced.

Media Disclaimer

- Recording is permitted, but clients must supply their own equipment and crew.

For our full list of policies click [here](#)



BOOKING PROCESS

01

Inquiry Submission

Fill out our [web form](#)

02

Availability Check

We confirm your requested date(s)

03

Rental Agreement & Deposit

Required to secure your booking date

04

Venue Walkthrough

Tour the space with a UT representative

05

Pre-Production Planning

Production meeting scheduled

06

Event Execution

Our team supports you throughout your event

07

Post-Event Wrap Up

Load out and invoice finalization



RENTAL RATES

Our rental rates are designed to provide flexibility for both campus partners and external organizations. Pricing is determined by the type of client, event requirements, and the level of technical and front-of-house support needed. Below is a general overview of our standard fees and additional costs.

On-Campus Events

- Reduced campus rehearsal and performance rates
- Staffing and technical support as required
- Optional box office and ticketing services

Off-Campus Events

- Rehearsal and performance day rental fees
- Required professional staffing (stage crew, front of house, box office)
- Ticketing fees based on event type and attendance

PRICING CONSIDERATIONS

Rates may vary based on:

- On-campus vs. off-campus client status
- Rehearsal vs. performance days
- Event duration and schedule
- Staffing, labor, and technical requirements
- Ticketed or free admission events

For our full rental rate sheet please click [here](#).



NEXT STEPS



Ready to move forward? Contact us to begin
your booking.

We'll help support you with every detail of your
event.



universitytheatre@ucr.edu

www.universitytheatre.ucr.edu

Thank you!

[900 University Ave, Humanities 400 Riverside, CA 92521](#)

[Parking and Directions](#)
