

Community Use of the Joan & Edgar Booth Theatre at Boston University

Theatre information and instructions on how to apply to be a community user

Overview

During the visioning and planning of the Joan & Edgar Booth Theatre at Boston University ("Booth Theatre"), an agreement establishing community use of the theatre was developed in partnership with the Town of Brookline. This document provides information about Booth Theatre, the community use agreement and how to apply to use the Theatre. In collaboration with the Brookline Commission for the Arts, Booth Theatre hosts community users on an annual basis.

If you are a community-based performance organization or group and are interested in hosting a performance at Booth Theatre, please read along to learn how you can apply to be a community user.

About Booth Theatre

The 75,000-square-foot theatre complex includes the 250-seat Joan and Edgar Booth Theatre, production and costume shops, design labs, classrooms, and a landscaped plaza. Community use of the space is limited to the Theatre, Luo Yan Lobby, and outdoor plaza.

Available Dates for the 2025 - 2026 Production Year

The following dates are available for the upcoming production year at Booth Theatre:

- January 2nd - January 4th, 2026
 - June 12th - June 22nd, 2026
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Cost

The standard theatre package will be provided by Boston University (see details in next section). **Production support and equipment above and beyond the standard theatre package will be the responsibility of the user (in some cases, Boston University may be able to suggest vendors).**

Community users will be responsible for a cleaning and maintenance cost of \$180/performance.

Standard Theatre Package

Below are the details of the standard theatre package. To view floor plans and a diagram of the stock seating arrangement please visit [this link](#).

- Theatre will be set up with a stock seating arrangement; capacity of 140-200 seats (see attached).
 - *Theatre will be set up with a Rep. Light Plot*
 - Will include house lights and lighting wash of the stage.
 - Can be operated "Lights Up / Lights Down" for events.
 - Additional lighting will need to be rented, installed, and operated by user.
 - *Theatre will be set up with a Rep. Sound Plot*
 - Will provide playback and amplification for 2 hand-held microphones.
 - Additional speakers or microphones will need to be rented, installed, and operated by user.
 - All other equipment and materials must be provided by user.
 - *The Luo Yan Lobby and outdoor plaza may also be used for events such as small gatherings and receptions (events with alcohol use on the plaza may be subject to a police detail).*
 - *If you are interested in serving food and beverages, Catering on the Charles is the University's exclusive catering vendor. More information is available upon request.*
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How to Apply for Use of the Joan & Edgar Booth Theatre

To apply please complete the form at the link below with basic information about your organization and the production you would like to host. Interested groups are strongly encouraged to apply by June 1st, 2024.

[APPLY HERE](#)

Staff from the Brookline Commission for the Arts and Boston University will review applications and get back to applicants no later than July 1st, 2026.

If you have any questions prior to submitting an application, please do not hesitate to contact us. Contact information can be found at the end of this document.

Tours of Booth Theatre

If you are interested in a tour of Booth Theatre to see if the venue is suitable for your production, please email Stephanie Campos at scampos2@bu.edu

Terms & Conditions for Use of the Theatre & Production Center

Boston University is committed to allowing use of the Theatre & Production Center by members of the Brookline community as appropriately organized, and whose use is directed and endorsed by Arts Brookline in collaboration with the Brookline Commission for the Arts, for no less than 6 days a year.

Boston University and the Town of Brookline have agreed to this use with the following terms and conditions:

- The Brookline community group may only use the facility under the direct supervision of the designated authority at Boston University;
 - *All activity in the theatre must be supervised by School of Theatre (SOT) staff;*
 - *One (1) SOT staff member must be present as a House Liaison to the production when any work, rehearsal or performance is taking place;*
 - *Additional SOT house staff may be needed for specific activities such as additional scenic, lighting or sound elements, operation of the Rep. Light and Sound Plot, or use of the house wardrobe equipment;*
 - *The need for additional professional staff will be determined by the SOT in consultation with the production;*
 - *SOT house staff will only work with SOT equipment and will not install or operate outside equipment;*
 - *If additional scenic, lighting, sound or costume equipment is used, the production must contract with an approved vendor to provide, install and operate equipment.*
- Those portions of the facility that are used should be appropriate to the intended program and use, as approved by Boston University;
 - *Includes use of the Theatre and associated support spaces (dressing rooms, backstage areas, etc.);*
 - *Does not include use of “production spaces” such as the shops to fabricate scenery, costumes, etc.*
- The period(s) of use will be determined by Boston University based on facility availability. Days of use may or may not be consecutive.
 - *Available dates will be provided to the Town of Brookline at least one year in advance;*
 - *Users are strongly encouraged to apply by February 1st of the year in which they would like to use the theatre.*

o See above for this year's available dates.

- Boston University reserves the right to deny use for any performance or use that it deems to be inappropriate or offensive, or detrimental to its reputation.
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Additional Requirements

All community users are required to sign a standard license agreement and provide Certificate of Insurance (COI). Template attached.

No ticketing services will be provided by the School of Theatre; however, box office space is available for use.

Contact Information

Have questions? Please contact:

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