

Giese Center for Performing Arts Use Policy

ADM 9.1

Giese Center

Policy Type: Operational

Applies to: Faculty, staff, student employees, students, and volunteers

POLICY DATES (required)

Issued:

Revised:

Edited:

Reviewed:

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Definitions (optional; suggested for terms that have specialized meaning in the policy)

Term	Definition
External Reservation	Any outside group/person wishing to use the Giese Center for the Performing Arts, The Brush Performance Hall, The Gallaher Theatre and/or Presser Recital Hall that is not brought in by a University of Mount Union entity and not associated with any department or university party.
Internal Reservation	Any group/person wishing to use the Giese Center for the Performing Arts, The Brush Performance Hall, The Gallaher Theatre and/or Presser Recital Hall that is brought in by University of Mount Union entities and/or departments for the purpose of entertainment or education of the campus community.

Policy Details (optional)

A. Priorities

I. Visual and Performing Arts Theatre Music Art

II. Internal

A. State of the University

B. Lecture Series

C. Admissions

D. Preview and Orientation

E. Raider Programming

F. Honors Convocation

III. Departmental Events

IV. Student Organization Events

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V. Community/Outside Even

B. Specified Technical Equipment

This includes any equipment that is not controlled by the “guest operation” function located on the Crestron controller and the house lighting system. Any other equipment requires support from Giese Center personnel. Equipment that is prohibited for use without such support includes:

1. Lighting fixture adjustment (physical or electrical)
2. Sound adjustment (physical or electrical)
3. Orchestra pit adjustment
4. Ticket booth
5. Electric lift
6. Rigging – moving curtain
7. Orchestra shell
8. Presser Hall projection screen
9. Pianos
10. Spotlight

A list of trained and certified individuals will be kept by the facility manager. Technicians and others will receive additional training as needed. All trainings and certifications are subject to change at the sole discretion of the performing arts facility manager.

C. Event Times

Each event will begin at the agreed upon start time. The audience chamber doors to the space will be opened for patron seating 30 minutes prior to the agreed upon start time wherein no performer, technician, or otherwise persons not considered patrons will be permitted in or on the performance space. Any group/person(s) that does not follow the agreed upon event times may forego consideration for future usage.

D. Assumption of Risk

Any user of the space assumes all risk inherent to its use. The University of Mount Union is not responsible for any injury or damage to any person while any performing arts space is being used. Safe practices shall always be adhered to and followed while operating within the performing arts facility.

E. Care of Facility

During the use of these areas within the Giese Center, it is understood that the spaces will be treated with care to preserve the facility. Any damage to equipment or the building will be the financial responsibility of the person or department using said equipment. The equipment and/or building will be returned back to original condition before the damage. It is the responsibility of the user to notify the facilities manager of damage immediately. Failure to do so will result in an uncompromising solution for necessary repairs, and the cost of repairs will be billed to the appropriate department and/or persons. All damage must be reported to the facility manager as soon as reasonably possible.

F. Permissible Users

Permissible users are at the discretion of the performing arts facility manager.

G. Food and Beverage

No food or beverage is allowed within the Brush Performance Hall, including all backstage areas, at any time with the exception of water. Coffee will be allowed for an event only with permission from the facility manager. AVI is the only permissible catering service on the University’s campus and will be allowed to serve food and beverages within the lobby, art gallery and for special events in Gallaher Black Box. All users, including AVI, must adhere to the event completion policy.

H. Equipment Guidelines

All equipment is available for use for any event occurring within the Brush Performance Hall and Gallaher Theatre. Some of this equipment must be operated and set up only by trained technicians. Any equipment needed will be discussed with the facilities manager prior to the event.

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I. Alcohol and Tobacco

1. No tobacco use is permitted in the building. The only exception will be for character use during a Department of Theatre production and only during technical week.
2. Alcohol is not permitted in the space. Special events will require a temporary liquor license and must be approved by the President's Council 45 days in advance of the event.

PROCEDURE (required)

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A. External Reservation Process

1. Contact the Manager of Campus Card and Facilities Scheduling via the contact information found below
2. Contact the Performing Arts Facility via the contact information below to discuss technical needs and expectations. The primary contact for the reservation will need to fill out an external reservation form outlining the agreement between the two parties – the reservation party and the facility manager party. All deposits, 25% of non-labor totals, will be collected no later than 30 days prior to the event. All payments must be completed prior to the event occurrence.
3. If food will be required at the venue, contact AVI Catering at (330) 823-8177.

B. Internal Reservation Process

1. Contact the Manager of Campus Card and Facilities Scheduling via the contact information below to discuss availability, table and chair needs and other details for the event.
2. Contact the Performing Arts Facility Manager via the contact information below to discuss technical needs, availability of space, equipment and labor. The primary contact for the reservation will need to fill out an internal reservation form outlining the agreement between the two parties – the reservation party and the facility manager party.
3. If food will be required at the venue, contact AVI Catering at (330) 823-8177.

C. Event Completions

Any group/person(s) that has used any performing arts space is required to return it to a specified condition. If these specific and required actions are not taken after an event the required work will be completed by student labor. The labor charge and an additional convenience fee will be charged to the responsible department. Any group/person(s) that does not follow this event completion will undergo reconsideration to decide their viability for future usage.

Brush Performance Theatre

- House (seating area) shall be clear of all debris and left in a broom clean state

- Stage, scene shop, hallways, green room, dressing rooms and costume shop shall be swept and cleared of all:

1. Tables
2. Props
3. Chairs
4. Scenery
5. Screens
6. Debris

- Lobby, box office, concession area, coat check, dressing rooms, green room and costume shop will be cleaned of all debris and messes

Gallaher Black Box

- Space and surrounding hallways shall be cleared of:

1. Tables
2. Props

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3. Chairs
4. Scenery
5. Screens
6. Debris

- Lobby, box office, concession area, coat check, dressing rooms, green room and costume shop will be cleaned of all debris and messes

Presser Recital Hall

- Recital hall shall be cleared of all items not permanently affixed

1. Pianos replaced back stage with cover
2. Seats cleared of all debris
3. All instruments removed
4. Any additional items will be removed prior to completing of an event

D. Cancellations

Internal

- Any cancelation prior to 30 calendar days of the event will result in a schedule change.
- Any cancelation within 30 calendar days of the event will result in a charge of expected work for set-up and tear down or for any outside vendors where cost has been incurred by the University of Mount Union.

External

- Any cancelation will result in a charge for any cost incurred by the University of Mount Union or any outside vendor.
- Any cancelation within five business days will result in a charge for expected ticket sales lost.

Schedule Changes

- Any schedule change prior to 15 calendar days of the event will be discussed with the understanding that priority of events may change.
- Any schedule change within 15 calendar days of the event will result in a charge of expected work for set up in addition to charges on rescheduled event day.

Responsibilities (required)

Position or Office	Responsibilities
Performing Arts Facility Manager	Discuss reservations, technical needs, and expectations
Manager of Campus Card and Facilities Scheduling	Schedule an event

Resources (required for any resource referred to in the policy)

Contacts (required)

Position	Office	Telephone	E-mail/URL
Performing Arts Facility Manager	Giese Center for Performing Arts	(330) 829-8179	boxoffice@mountunion.edu
Manager of Campus Card and Facilities Scheduling	Manager of Campus Card and Facilities Scheduling	(330) 823-2881	Student_Affairs@mountunion.edu

History (required)

All changes must be listed sequentially, including edits and reviews. Note when the policy name or number changes.

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