

Facility Use/Rental Policies

Dedicated Performance and Gallery Spaces in Wilson, Bunce, Memorial, and Westby Building

I. GENERAL POLICIES

All facility use must be compatible with the mission and goals of Rowan University, its College of Fine and Performing Arts (FPA), and Glassboro Center for the Arts (CFA).

As such, the University reserves the right to deny approval of facility use to any organization, individual, event or function if -- in the judgment of the University administration or Center professional staff -- such rental would conflict in any way with the efforts of the University, College or Center.

A. Scheduling Procedure. As a general rule, all events require a minimum of 45 days lead time for scheduling purposes and to assure adequate event support.

Arts With the exception of curricular programs of the College of Fine and Performing

(which are scheduled through the Dean's Office), all non-FPA facilities inquiries/requests must be channeled through the Center for the Arts. This latter group of sponsoring organizations can be categorized as follows:

1. Internal Groups

- Rowan University Administrative and Faculty Departments
- Rowan University Student Organizations and their Advisors
- Individual Rowan University Faculty, Staff, and Administrators

2. External Groups

- University Alumni; and Artists/Companies in Residence
- Outside Organizations, Groups and Individuals
- Business Corporations

By determination of the University's Board of Trustees (based upon specific contracting, liability, and insurance regulations of the University and State Attorney General's Office), the University's Vice President for Administration and Finance has been designated as the sole authority legally authorized to contract with such external constituencies and to make commitments to them regarding their use of University facilities.

The University explicitly prohibits Rowan University students, faculty, and administrators from making (or implying) such commitments on behalf of the University and/or suggesting that contractual agreements may not be necessary. All such contractual determinations are the exclusive province of the Vice President for Administration and Finance.

B. Facility Availability. Facility use is limited to those periods of time when -- in the judgement of the Center's Director -- such use of the facility will neither prevent nor conflict with its use by any of the University's regular users and when the rental in question would

have minimum impact on the artistic integrity of any previously scheduled events.

C. Facility Use Restrictions. Facility use will not be granted for events that are of a partisan political nature, or that restrict admission to the public on the basis of race, color, national origin, disability, age, or sex.

D. Hospitality Restrictions. The following practices are strictly prohibited in all University

performance, exhibition, classroom, lobbies, and public spaces:

- 1) Smoking
- 2) the use of lighted candles, open flames, or live Christmas trees;
- 3) the dismantling, rearranging, or moving of art work, furniture or equipment;
- 4) the serving and/or sale of food, beverages, or other items (absent written approval on the event=s **Facility Use Confirmation Memo**) (see II.B. below) and;
- 5) The serving and/or sale of alcoholic beverages (absent written permission from

the

University and local police and special permits from the State=s Alcoholic Beverages Commission in Trenton.

E. Police and Security. The University requires that professional security staff shall be present for the sponsoring organization=s public event, for the safety of the participants

and the protection of University property. Under such circumstances, the Sponsoring Organization shall bear those costs.

F. Advance Payments and Deposits The University reserves the right to require advance payment of the full fees (or a portion thereof) projected for facilities and equipment use, special services, and staffing costs and -- at its discretion -- may require an additional refundable escrow deposit.

II. FACILITY SCHEDULING -- REQUIRED STEPS

A. Step 1. All potential facility users are required to complete and sign the Facility Scheduling Application Form and file it through the office identified below:

- 1) **For FPA Curricular Programs** -- filed through the FPA Dean.
- 2) **For Non-FPA Internal/External Group Programs** -- filed through the Center Director

In addition, if the event involves any outside performers, speakers, exhibitors, or other sub-

contractors, the user must also provide the University a copy of any proposed agreements

(and associated technical riders).

NOTE: *Sponsoring Organizations are individually responsible for their own agreements*

with any outside performers, speakers, exhibitors, or other sub-contractors and must serve

as liaison between them and the University. For internal groups, such agreements must be

signed by the University=s Vice President for Administration and Finance.

B. Step 2. Upon preliminary approval of the event, by FPA or CFA administrators, the Sponsoring Organization will receive a Facility Use Confirmation Memo, detailing the Sponsoring Organization's specific responsibilities.

NOTE: *For External Groups, this Confirmation Memo will be accompanied by a separate University Contract. This Contract requires that the Sponsoring Organization both: a) indemnify the University and State of New Jersey; and b) obtain and maintain in force -- for the period of time covering the contract -- comprehensive general liability insurance, unrestricted by endorsement, in the amount of \$1,000,000 for each occurrence and \$1,000,000 for property damage.*

*The Sponsoring Organization must provide the University an Original Certificate of Insurance, that both: a) names Rowan University and the State of New Jersey as **Additional Insured** and b) explicitly incorporates the following statement:*

A This policy provides coverage for all participants, spectators, if any, and events arising out of or stemming from the activities covered by contract with Rowan University. @

C. Step 3. To finalize the facility scheduling arrangements, this Facility Confirmation Memo must be countersigned by the Sponsoring Organization and returned to the Center, along with signed copies of all other associated agreements, tech riders, etc. and -- in the instance of External Constituencies -- fully executed copies of the University Contract and the required Original Certificate of Insurance.

No event is to be considered confirmed until the completion of this step.

The

University reserves the right to cancel any event where the sponsor has

not

completed all required procedures prior to first use of the space

III. FACILITY UTILIZATION -- STAFFING REQUIREMENTS

A. General Overview. The use of University facilities entails the assignment of technical

support staff to make necessary preparations in advance of an event and to manage or oversee facilities, provide house management and ushering, manage the box office,

and coordinate campus police/security personnel during an event.

The number and kind of required staff will vary in accordance with the nature of the facility and program being presented. As a general rule, these staff will be employees

of the Center for the Arts. However, under special circumstances -- e.g. for FPA College exhibitions and performances; University Open Houses and Convocations; and certain Student Life events -- these staff may also be extended to include other Rowan University-trained and approved employees and/or students.

Though the determination of specific needs will be made by Center managerial staff at the initial production meeting, the following are general staffing requirements:

1. Technical Director, Stage Crew, or Gallery Staff -- required for all events.

2. House Management Staff -- required for all spaces exceeding 48-person capacity (under special circumstances, an Internal Group Sponsor may be permitted to provide its own paid staff; External Group Sponsors must always utilize paid, University-selected staff).

- 3. Ushering Staff** -- required for all spaces exceeding 48-person capacity (with University approval, these can be furnished -- all or in part -- by the Sponsoring Organization, for supervision by designated University House Management Staff).
- 4. Campus Police/Security** -- required for all events in spaces exceeding 48-person capacity.

B. Facility-Specific Requirements Following are typical minimum standard staffing requirements. (NOTE: Crew requirements for rehearsals/preparations may be smaller.)

- 1. Pfleeger Concert Hall (Capacity 895)**
 - 1 stage manager
 - 2 stage hands
 - 1 house manager
 - 1 stage electrician
 - 1 sound technician
 - 6 ushers
- 2. Tohill Theatre, Bunce (Capacity 535)**
 - 1 stage manager
 - 2 stage hands
 - 1 house manager
 - 1 stage electrician
 - 1 sound technician
 - 4 ushers
- 3. Boyd Recital Hall (Capacity 235)**
 - 1 stage manager
 - 1 house manager
- 4. Wilson 153/156 Choral & Band Rooms (Capacity 145 each)**
 - 1 stage manager
 - 1 house manager
- 5. Lab Theatre, Bunce (Capacity 75)**
 - 1 stage manager
 - 1 house manager
- 6. Art Galleries (Capacities: Wilson 150; Westby 75)**
 - 1 gallery assistant
 - 1 ushering staff

Subject to advance approval by the Center Facilities Director, facility users may be permitted to augment the stage crew with their own personnel. The Center=s

facilities and production systems shall remain exclusively in the control of the facility.

C. Standard Rates. The set of Standard Rates that follows has been established to provide potential facility users some guidance in estimating the staffing costs associated with specific events. Please note: these rates represent estimates only, and actual rates for specific events may vary from these estimates, depending on the space utilized, the complexity of support required, and the actual staff available.

- 1. Professional Staff**
 - Director.....\$45.00/hour (4 hour minimum)
 - Technical Director.....\$25.00/hour (4 hour minimum)
 - House Manager\$20.00/hour (4 hour minimum)
 - Gallery Manager.....\$25.00/hour (4 hour minimum)
- 2. Theater/Gallery Staff**

- Stage Crew.....\$20.00/hour (4 hour minimum)
- Gallery Assistants.....\$17.00/hour (4 hour minimum)

3. House Management Staff

- Ushering Staff.....\$12.50/hour
- Gallery Attendants.....\$12.50/hour

D. Overtime. Rehearsal/performance periods do not end until University facilities have

been secured. Should the activity schedule, therefore, be extended by the facility user, his/her production, personnel, or guest -- thereby, causing delays to the schedule -- the user will be charged for the additional required staff time.

IV. STANDARD FACILITY USE/SERVICE FEES

A. Facility Rental. Gallery and performing facility rental fees are based upon direct and

indirect overhead costs, including risk and depreciation factors, and are developed in accordance with Afair market value @ criteria.

To simplify billing, they are rented for specified minimum blocks of time, both for setups/rehearsals and for the actual programs. Additional time (including overtime) is pro-rated on an hourly basis, relative to the base rates specified below:

1. **Pfleeger Concert Hall:** \$500 (per 6-hour block),
2. **Tohill Theatre:** \$300 (per 6-hour block)
3. **Boyd Recital Hall:** \$250 (per 6-hour block)
4. **Wilson 153/156 Choral & Band Rooms:** \$100 each (per 6-hour block)
5. **Lab Theatre, Bunce:** \$150 (per 6-hour block),
6. **Memorial Hall Dance Studio:** \$50 each (per 6-hour block)
7. **Concert Hall Gallery :**\$150 (per 4-hour block)
8. **Westby Art Gallery:** \$100 (per 4-hour block)

NOTES: Rental fees for the facilities listed above include custodial services and (depending upon the facility capacity) up to 50 conventional classroom chairs. The total rental cost will include a \$100 contract preparation fee for all external groups.

B. Standard Equipment Provided: Beyond this general support, theatre spaces are usually able to furnish the following additional facilities and equipment: dressing rooms (if available) ; theatre concert lighting (general illumination); available masking (as hung); a podium; up to 20 music stands and 12 music stand lights; and -- in the Concert Hall and Tohill Theatre -- a modest public address system and limited sound reproduction. This includes one microphone, a mic=d sound system, and the capability for reproducing the facility user=s audio tape cassette through the standard house speaker system Additional equipment (available on a rental basis) detailed in Section V-D, below.

V. NON STANDARD USAGE FEES

A. Lighting Fees for lighting packages are based upon the number of instruments involved and the complexity of their setup.

1. General Illumination (included in basic rental fee)

General illumination (typical of that provided for an orchestra or chamber ensemble) consists of an even wash of uncolored light from overhead and

front of house positions.

2. Dance Lighting (\$300/performance; \$25/rehearsal)

Dance lighting (typical of that provided for dance companies on tour) consists of colored washes from the sides, back, overhead, and front of house positions.

3. Club Lighting (\$150/performance; \$15/rehearsal)

Club lighting (typical of that provided for a jazz trio or quartet) consists of colored washes from the back, overhead, and front-of-house positions. Specials are focused and used to draw attention to individual band members. If the event is to feature a single performer, the additional rental of a follow spot and operator is recommended.

4. Dramatic Lighting (\$300/performance; \$15/rehearsal)

Dramatic lighting generally requires area control of the lighting, several specials, many cues, and/or special effects.

NOTE: The fees for the lighting setups quoted above assume adaption of the existing lighting and light plot in the theatre by Center personnel. The fees cover crew costs to focus and color these lights, as well as the use of

additional

instruments not included in the basic rental.

These fees do not cover design or stage management services by Center personnel. Depending on the complexity of the show=s technical

requirements, the

services of a Center lighting designer (to create and set cues) and/or a Center

stage

manager (to Acall @ the show) may be required at additional cost to the

facility user.

5. Facility User=s Own Light Plot (fee to be based upon complexity of plot)

Specially requested light plots by the facility user or his/her designer will be considered for implementation and/or modification. Such light plots must be approved by the Center=s Facility Director no less than two weeks before the

event in

question. Upon approval of the light plot, Center staff (under the direction of

the

Center=s Facilities Director) will hang and cable the plot in preparation for

focusing by

the designer.

All expenses incurred by the University in implementing the facility

user=s light

plot and making changes and/or additions to (as well as restoring) the

theatre=s

existing light plot will be passed on to the facility user. These expenses

may

include additional equipment and/or facility rental charges as well as crew costs, both

for the setup of the facility user=s light plot and for the restoration of the facility of the

original light plot that was in place prior to the facility user=s event.

B. Audio. Additional equipment and sound engineering staff for these and other facilities can

be obtained through outside vendors, with the approval of the University.

C. Heavy Load-Ins and Large Productions Facility utilizations requiring heavy load-ins, extensive pre-production work, large crew calls and/or exclusive use of access to restricted spaces by the facility user must be negotiated with the Center Director, who will employ the policies and fees detailed above for guidance in

determining

appropriate rental fees.

D. Additional Tech. Equipment and Services. Subject to availability and with a minimum of two weeks advance notice, the following equipment/materials/services may be made available to the facility user by the Center, in accordance with the following generally estimated, per item rate schedule:

Vinyl Dance Floor (48' X 30'), per engagement	\$200.00
Temporary telephone line hookup and service	\$per use
Piano rental (9 foot grand), per performance	\$ 75.00
Piano rental (5 foot grand), per performance	\$ 50.00
Piano rental (upright), per performance	\$ 25.00
Piano tuning (not included in rental)	\$100.00
Follow spot (each), per event	\$ 75.00
Dance floor tape, per roll	\$ 20.00

As a courtesy to facility users (but not as an obligation), Center technical staff will seek to arrange for the outside purchase/rental of additionally needed equipment, supplies, and materials. There is a 15% surcharge for such services, based on the top cost of the outside rentals arranged for by the Center. Any audio recording will be arranged by request and charged accordingly.

E. Ticket Printing Since access to the Center=s Box Office is not permitted to outside

groups, tables or more secure space can be made available to the facility user in the theatre lobby for the sale and distribution of tickets on the day of the facility user=s event.

The Center will not handle any sales or distribution of the facility users tickets. The box office will as a courtesy, refer all ticket inquiries to an appropriate alternative phone number.

The facility user may elect to obtain its choice of general admission or reserved seat tickets, either through an outside professional ticket printing company, or through

the

Center for the following respective charges:

Ticket Set Up Charge, per engagement	\$35.00
Ticket Printing Charge, per ticket	\$.15

Should the facility user opt for an outside professional ticket printer, it must provide

the Center a manifest for each set of tickets printed, assuring the University that each numbered set is different and that the house capacity for each performance has not been exceeded.

F. Printing, Advertising, & Promotion. Subject to the determination of the Center=s Director, the facility user may be required to include the Center=s logo and additional information in advertisements, flyers, posters, ticket stock and other promotional materials of the facility user.

All printed materials must be approved by the Center=s Marketing Director, in advance of printing and distribution. Furthermore, the unsanctioned use of the University=s and/or Center=s logo and/or distribution of unapproved materials may result in the cancellation of the rental agreement and the forfeiture of all deposits.

G. Food, Beverages and Retail Items/Services. Specific requests by the facility user to sell pre-packaged snacks, beverages (the only kind permissible) and other retail services/items on-campus during the duration of the contract will be considered. Under such circumstances, a 15% commission against gross sales is payable by the facility user to the Center.

Receptions of any kind (for performers, their guests, and/or audience members) must be approved two weeks in advance by the Center Director, and may require additional permits and/or security staffing.

Note: The Center does not provide or design scenery or stage properties and may not make use of the scene shop available for use by external group users.

VI. ALLOCATION OF RENTAL REVENUE:

All monies received as facility rental and service fees will be deposited to appropriate, program-specific accounts and will subsidize the maintenance and upgrade of the facilities. Special professional service fees falling outside the staff=s regular responsibilities will be transmitted to Center staff via the University=s supplemental payroll.

[The foregoing policies/procedures were approved by the University=s Executive Vice President/Provost November 1999.]

Pricing Structure Overview

A. Facility Rates:

- | | |
|-------------------------------|--------------------------|
| 1. Pfleeger Concert Hall: | \$500 (per 6-hour block) |
| 2. Tohill Theatre: | \$300 (per 6-hour block) |
| 3. Boyd Recital Hall: | \$250 (per 6-hour block) |
| 4. Wilson 153/156: | \$100 (per 6-hour block) |
| 5. Lab Theatre, Bunce | \$150 (per 6-hour block) |
| 6. Memorial Hall Dance Studio | \$ 50 (per 4-hour block) |
| 7. Wilson Gallery | \$150 (per 4-hour block) |
| 8. Westby Gallery | \$100 (per 4-hour block) |

B. Staffing Rates:

- | | |
|----------------------------|-------------------------------|
| 1. Professional Staff | |
| -- Director..... | \$45.00/hour (4 hour minimum) |
| -- Technical Director..... | \$25.00/hour (4 hour minimum) |
| -- House Manager..... | \$20.00/hour (4 hour minimum) |
| -- Gallery Manager..... | \$25.00/hour (4 hour minimum) |

- 2. Theatre/Gallery Staff
 - Stage Crew.....\$20.00/hour (4 hour minimum)
 - Gallery Assistants.....\$17.00/hour (4 hour minimum)
- 3. House Management Staff
 - Ushering Staff.....\$12.50/hour
 - Gallery Attendants.....\$12.50/hour

Rehearsal/performance periods charges do not end until University facilities have been secured.

C. Additional Tech. Equipment and Services.

Vinyl Dance Floor (48' X 30'), per engagement	\$200.00
Temporary telephone line hookup and service	\$ per use
Piano rental (9 foot grand), per performance	\$ 75.00
Piano rental (5 foot grand), per performance	\$ 50.00
Piano rental (upright), per performance	\$ 25.00
Piano tuning (not included in rental)	\$100.00
Follow spot (each), per event	\$ 75.00
Dance floor taper, per roll	\$ 20.00
Tickets (each)	\$.15
Ticketing Setup	\$ 35.00