

## Performance Center Use Policy

- It is important that all precautions are taken to insure that a safe environment is maintained for the visiting public and for Saint Mary's University students, faculty and staff. A School of the Arts faculty member, paid/trained Performance Center staff member, or other responsible faculty or staff member must be present for all rehearsals and public events held in the Performance Center.
- Events that do not require technical assistance must still identify a responsible person (faculty, trained and/or approved staff) who will be present in the building during non-staffed hours [M-F 8-6]. A responsible person (faculty, trained and/or approved staff) must be identified at the time of request.
- In order to insure that space, equipment and staffing needs are met for users of the Performance Center, rehearsals and events must be secured through the FS Direct system. This system is the University-wide process for securing approval for any campus facility use. In order to keep Performance Center staff from being put "in a bind," only the dean of the School of the Arts may make exceptions to this policy.
- A minimum of two weeks lead time for requesting an event through FS Direct is required.
- Only approved trained staff, whether paid or volunteer, will be allowed to use technical equipment such as the fly, lighting or sound systems. No event may use locked pianos or AV equipment run through the booth without proper permission or approved staffing.
- The Performance Center does not charge rental fees for events scheduled as part of Saint Mary's University activities. However, if the Performance Center must pay a trained staff member to be present for non-departmental events or rehearsals, that direct cost will be passed along to the user group. If the user group is able to identify a volunteer trained faculty or staff member to be present, there will be no cost incurred by the group. Non-departmental events are defined as those events not put on by faculty as part of a University sponsored event, not required as part of a Theatre, Dance, or Music Department performance or course, or not part of a Page Series event. Examples of non-departmental or non-Page Series events are Second Page, dance clubs, or SAC events among others. Official University-wide events such as Student Orientation, Founders Day, and Commencement are considered part of the responsibilities of the Performance Center and its staff and are not subject to the billable portions of this policy

- In case of cancelation, a minimum 72 hour notice must be given in written form to the General Manager or Production Manager; the user group will be charged for any staff time when failing to provide adequate notification.
- Access to secured equipment (pianos, etc.), or secured rooms (booths) must be requested at the time of the FS Direct request or must be identified when responding to the users questionnaire sent by the Production Manager. This questionnaire is meant to help identify the needs of the user and must be completed and returned within a week of receiving to insure that the required equipment and/or staff will be available. Until the questionnaire is returned the event request will be "pending." Approval of the event will only be advanced once the questionnaire is completed.
- It is important that the Performance Center and its equipment are secure from misuse, damage by neglect or theft. Faculty or staff must secure the Performance Center building from unauthorized use by locking equipment rooms, technical booths, and offices upon their exiting the building. Unless a scheduled performance runs past that time, Campus Security will lock all exterior Performance Center doors at 11:00pm.

Revised: September 2, 2009