

Performing Arts Center Policies and Guidelines

Purpose

The purpose of this policy is to provide a clear explanation of the guidelines for reserving any part of the **Performing Arts Center at the University of South Carolina Upstate**.

Any questions regarding this Policy should be directed to the Office of Special Events and Facilities Scheduling at 864-503-5985 or the Theatre Manager 864-503-5880.

This Policy establishes regulations for the use of the Performing Arts Center by external users, campus-based users, sponsored users, and student organizations in accord with the University's missions, goals, and policies.

While USC Upstate facilities and properties are utilized primarily to fulfill the educational mission of the University, certain University facilities and properties are made available for use by recognized student organizations, University Departments and public and non-public groups provided there is not a conflict with University scheduled events and that the usage and event does not detract from the University's mission. As part of the University's metropolitan mission rests upon a foundation of partnerships with the education, corporate and service organizations of the Upstate, this policy is mission driven to include the people, organizations and corporations of the Upstate as users of USC Upstate facilities.

Definitions

Performing Arts Center: Theatre space, backstage, the black box, the lobby areas and any other space considered for theatre use by internal and external individuals and organizations.

Lobby: The lobby (both upstairs and downstairs) of the Humanities Building are an extension of the Performing Arts Center. Most of the walls are an extension of the Art Gallery. Therefore, any event in the lobby should be booked through Special Events. The furniture is placed in a way that is inviting and functional and therefore should not be added or moved.

Campus-based User: Any USC Upstate department or business unit using the requested facility for USC Upstate business with appropriate authorization to provide a USC Upstate account number to which any charges associated with the usage may be billed.

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External User (Off-campus user): An individual or groups of individuals, organizations, associations, or businesses not affiliated with USC Upstate.

Student Performing Groups: Groups formed in support of and complementing the regular curriculum, i.e. Jazz Band, University Singers, Shoe String Players.

Other Student Organizations: An active student organization recognized by the Office of Student Affairs and registered with the Office of Student Life.

Affiliated User: An organization, group, or individual which is affiliated with USC Upstate by virtue of grants or mission consistent goals carried out by faculty and/or staff employed by the University, e.g. German Students on Saturday.

Fronting: Permitting a non-university individual or organization to use University space/facilities and services under the guise that the activity is a University-sponsored program.

Service: Any University personnel support and/or expertise, technical equipment, supplies or special services provided to individuals or organizations conducting programs in University facilities or on campus grounds.

Scheduling Priorities

All requests for the Performing Arts Center must be submitted to the USC Upstate Office of Special Events and Facilities Scheduling no later than two weeks prior to an event. Advance bookings for the following year will be accepted after April 1 for external users.

The Performing Arts Center will not be considered reserved until the “USC Upstate Performing Arts Center Event Information Sheet” has been received and a confirmation distributed to the appropriate support departments. A written contract, outlining all the details and applicable charges, will be submitted to users for approval and signature once a confirmation has been issued. A signed contract must be on file in the Office of Special Events and Facilities Scheduling Office before an event may occur in the Performing Arts Center.

Academic and Student Related Groups

During the first three (3) weeks of each semester, these groups are given priority in reserving space for the upcoming semester, in accordance with the Best Use and Purpose Guidelines for individual facilities. Note that requests from performing groups requesting use of the Theatre will take precedence over any other campus-related groups i.e. Greek Groups.

It is important that University calendars be planned well in advance for large events since our larger facilities are marketed externally.

Conferences/Event Scheduling

No University facilities or services are committed to external users more than twelve (12) months in advance.

Facilities Refurbishment

Facilities/Room maintenance and refurbishment are also considered a top scheduling priority. In order to maintain facilities in a manner consistent with the image appropriate for the University, it is necessary that regular maintenance and refurbishment be completed. Every effort will be made to complete maintenance and refurbishment at times throughout the calendar year that will not conflict with University events.

Facilities Scheduling

Times Events Permitted

All activities in the Performing Arts Center must occur between the hours of 8:00 a.m. and 12:00 midnight; this includes load-in and load-out of materials. Additional charges will result unless otherwise arranged.

Weekends, After Hours and Holiday Functions

Events held on the weekends and after hours may be subject to additional charges. Events may not be held on the campus during official University holidays. All events, unless otherwise arranged, must conclude by 12:00 midnight, including clean up, to avoid charges.

To schedule an event on campus, you may access the Special Events and Facilities Scheduling webpage by clicking Campus Services from the USC Upstate home page.

Facilities Scheduling Continued

From the Special Events and Facilities Scheduling webpage, select, complete and submit the **Preliminary Information Form**. The submission of this form does not guarantee a reservation, it only notifies the Office of Special Events and Facilities Scheduling of your request. You will receive notification that your request was received and should there be a conflict with your request, you will be notified.

Event Specifics & Restrictions

All events must be scheduled in accordance with restrictions and within reasonable boundaries of discretion, which include:

Supervision

All events must have an identified person, who is responsible and present, at all times (setups, rehearsals, performances, etc.). Access to the theatre will be denied unless this person(s) is/are present.

Liability

USC Upstate reserves the right to inspect and control all functions. Liability for damage to the premises will be charged accordingly. USC Upstate cannot assume responsibility for personal property and equipment brought onto the premises or for damage or loss of any articles or merchandise left on campus.

Decorations/Props

Decorations and Props are not provided by USC Upstate. Existing props, decorations and equipment are the exclusive property of Shoestring Players and are not available for use. Exceptions may apply as determined by the Technical Director for the Shoestring Players.

The entrances and exits to the Auditorium **are not** designed for passage of set pieces, stage props or concert equipment (chairs, music stands, instruments etc.). All set pieces, stage props or concert equipment (chairs, music stands, instruments etc.) must be brought in through one of the stage doors.

Engineering, Electrical and Audiovisual

Special engineering or electrical requirements must be specified at least three weeks prior to a function. Charges may result and will be based on the labor involved and

Event Specifics & Restrictions Continued

power needed. A wide selection of audiovisual equipment and services are available and will be coordinated through the Offices of Special Events and Facilities Scheduling.

Tobacco

The use of tobacco products is prohibited inside the Performing Arts Center building. An exception may be made on stage during a rehearsal or performance when the script specifically calls for a tobacco product. A fire extinguisher must be present in the back stage area when smoking occurs as part of a performance.

Insurance and Indemnification

Guests shall indemnify and hold the University of South Carolina Upstate and its affiliates harmless from any and all claims, suits, losses, damages, and expenses on account of injury to any party in connection with the function or resulting from damage or destruction of any USC Upstate property by guests/attendee of the function on USC Upstate premises.

Damages

Any damages to USC Upstate facilities, property, equipment or other items are the responsibility of the user. Replacement or repair costs will be assessed by USC Upstate staff, faculty or administration and are the responsibility of the user unless otherwise determined by USC Upstate personnel.

Security

USC Upstate requires security personnel for your function and will bill you for security charges.

House Manager

It is the policy of The Performing Arts Center that a house manager is on duty whenever the theatre is occupied; this includes load-in, load-out, rehearsals, and performances. There will be a charge for the house manager on-duty during all events.

Setups

Any setup in the lobby should be approved by the Office of Special Events and the Theatre Manager. If the setup requires the movement of furniture, it will be the responsibility of the person in charge of the event to see that the lobby is returned to its original setup. If not, the organization holding the event

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Event Specifics & Restrictions Continued

will be charged.

No setup can occupy the carpeted area starting at the men's bathroom and running in front of the box office to the women's bathroom.

Facilities Use Policies and Procedures

Printed Materials

All references to the facility should read:

Performing Arts Center University of South Carolina Upstate

Capacity

The normal theatre seating capacity is 444. Due to fire codes, all aisles must remain free of obstacles. Standing or sitting in the aisles is not allowed under any circumstances; it is the users responsibility to notify guests not adhering to the policy. Anyone in the aisles will be asked to leave the theatre by the House Manager or ushers.

All events in the Performing Arts Center will require a ticketed seating arrangement. The arrangement for your organization will be determined by the Special Events Office and the Theatre Manager.

Reserved - Tickets with the date and seat number printed on them.

Festival - Tickets printed with only the date. A maximum of 425 seats will be available.

Food and Beverage

Food and beverage are not allowed in the Performing Arts Center Theatre. Food is anything edible, including candy, gum, snacks, baby food, etc. Special consideration will be determined by the Theatre Manager for cast, crew, event personnel, and organizations using the theatre.

USC Upstate will provide ample ushers for an event and bill the user for services provided. Ushers will be policing the theatre and ensuring that food or drink is not brought into the theatre. USC Upstate reserves the right to ask for the removal of food or beverage from the Performing Arts Center Theatre or other non-designated areas.

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Food and beverage are only permitted in the main lobby of the Performing Arts Center. All requests for food or beverages in other areas must be approved by the Theatre Manager. Alcohol is not permitted. All food and beverage are to be provided by USC Upstate Dining Services. No outside caterers are allowed.

Statement Required in Printed Material

The following statements must appear in all programs for activities in the Performing Arts Center:

- No food, drink, gum, or tobacco products are allowed in the Performing Arts Center.
- Please refrain from flash photography during the performance.
- Please do not place your feet on the backs of the seats.
- Please turn off all pagers and cell phones.
- Please remove disruptive/noisy children from the performance so others aren't disturbed.

Ushers

All events in the Performing Arts Center must have an appropriate number of ushers; the Theatre Manager will determine the number required. USC Upstate will schedule and provide ushers trained in the appropriate policies and procedures and bill the event for the services.

Box Office

The Box Office is staffed by University personnel for all events in the Performing Arts Center. All tickets must be printed through the Box Office. The user must provide an off campus contact number for information. The Theatre Manager reserves the right to approve and oversee all Box Office operations.

Equipment Use & Restrictions

Scene Shop and Equipment

The theatre and scene shop are regulated by OSHA policies and procedures.

Due to liability considerations, the scene shop and its equipment are only available to the Theatre Manager and other persons as designated by the Theatre Manager. Use of this area and its equipment are governed by a separate set of policies and procedures that must be followed by anyone utilizing this area or its equipment.

Equipment Use & Restrictions Continued

Counterweight and Rigging System

Due to liability considerations, use of the counterweight and rigging system are only available to the Theatre Manager and other persons as designated by the Theatre Manager. Use of this system is governed by a separate set of policies and procedures that must be followed when using this equipment.

Sound and Lighting

Sound and/or lighting will result in additional charges as determined by the Theater Manager. Operation of the sound and lighting system is prohibited by non-USC Upstate staff unless otherwise arranged by the Theatre Manager.

Follow Spots

Users may operate follow spots after being trained by the Theatre Manager.

Green Room

There is no Green Room available. The Studio Theatre is not available as a Green Room.

Postings and Advertisements

Flyers, posters and all other printed materials shall not be posted in the lobby regions before the metal double doors in each hallway. Exceptions will be made for the bulletin boards across from the Writing Lab, located on the first floor of the Performing Arts Center.

On a permanent/temporary basis, performing and visual arts will display works of art, photographs and show posters in the first and second floor lobby area.

Visual or theatre arts may need a majority of the display space in the first and second floor lobby areas for special presentations. These spaces will be unavailable to guests.

Piano

Use of the piano must be approved by the Theatre Manager. All requests must be in writing and must be received no less than two weeks prior to the event. Additional charges will apply for tuning the piano.

Grand Curtain

Users may provide an operator for the Grand Curtain after being trained by the Theatre Manager.

Equipment Use & Restrictions Continued

Of those individuals and/or organizations that have access to facility and service use at USC Upstate, fee charges- ranging from no fee, discounted fee, non-profit fee or full fee - will be charged in accordance with the following group descriptions. All individuals and/or organizations will be charged for Personal, Technical Support and running crews, based on their needs unless otherwise stated in this document.

Student Activities or Programs (including regularly scheduled academic classes, exams, special academic presentations). The University, recognizing that campus facilities are primarily here to benefit and support student activities and interests, provides students groups the first opportunity to schedule space at no charge. However this does not exclude cost for support personnel, tech support and running crew fees.

Student Performing Groups

Activities that are in direct support of academic programs: University Singers, Shoestring Players, Jazz Band, Gospel Choir etc. are exempt from personnel, tech support and running crew charges. However, co-curricular programs will be charged for ushers as determined by the Theatre Manager.

Faculty/Staff conducting University business. The University, recognizing, that campus facilities are primarily here to benefit and support University activities and interests, provides faculty and staff groups an opportunity to schedule space at no charge in University Facilities. However this does not exclude cost for support personnel, tech support and running crew fees. Events such as orientation and open house would be exempt from setup charges but would pay house manager, usher, and running crew fees.

For all no charge reservations, the Office of Special Events and Facilities Scheduling reserves the right to closely monitor the time allocated for the scheduled event to ensure we are maximizing the use of all campus facilities.

Affiliated Groups: defined as co-sponsored and/or adjunct organizations for which facilities fees are waived. However this does not exclude cost for support personnel, tech support and running crew fees.

Note: Cost recovery rates will be charged for all events and activities when a registration or a testing fee is required to take part in the activity.

There are two basic user types included in this group:

1. **Co-sponsored events** – Activities or programs which are provided through the University but involve non-University clients.
2. **Adjunct organizations**- Programs which are sponsored by a University-sanctioned group directly related to the mission of the University.

In special circumstances, courtesy adjunct organization status will be extended to individuals and organizations with which the University has significant educational and strategic relationships. The Chancellor or her/his designee may grant this status. Individuals and organizations listed under affiliate groups who have required a fee for entry into an activity or event will be charged cost recovery rates based upon direct hourly costs for the respective auxiliary department, services, and facilities provided. Direct costs include the labor for setups and breakdowns, housekeeping, utilities, etc.

External Groups and Organizations

All groups falling into the off-campus individuals or organizations, for-profit and not-for-profit, using University facilities and/or services category will be charged market rates adjusted annually for facility rentals and other services. Faculty, staff or students using facilities to conduct outside activities or as a representative of a non-University organization not associated with their role as an agent of the university will be charged a rate below the not-for-profit rate.

A not-for-profit organization must be a corporation, trust, or unincorporated association which meet the following requirements:

- Organized and operated exclusively for a charitable purpose
- Net earnings may not inure to the benefit of any private individual or shareholder
- No substantial part of its activity may be attempting to influence legislation

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- No action of the group may intervene in political campaigns
- No part of the purposes or activities may be illegal or violate fundamental public policy

Exceptions to rate charges require the approval of the Chancellor's Office.

Service and Fee Rates

For-Profit Rates

Rental of the Performing Arts Center is for an eight-hour day. Special rates apply to non-profit organizations. Rentals that exceed an eight-hour period will be billed on an hourly rate for each additional hour. Rental periods begin with load-in and end with load-out. Rental is determined by the total time the facility is booked for the event (taken off-line so that other events cannot use facility), not the amount of time the facility is occupied. Additional time may be billed as deemed necessary.

Hourly Rental: Day: requires a two-hour minimum.
Night: requires three hour minimum.

Non-Profit Rates

Non-profit rental rates apply only in non-peak times. This rate does not apply to activities scheduled in October, November, March and April. During these peak months, regular rental rates will apply. Rentals that exceed an eight-hour period will be billed on an hourly rate for each additional hour. Rental is determined by the total time the facility is booked for the event (taken off-line so that other events cannot use facility), not the amount of time the facility is occupied. Additional time may be billed as deemed necessary.

Rental Fees include the following basic services and equipment:

- The use of: two dressing rooms, lobby for receptions, cleaning before and after, electricity, A/C and heating (as available), restrooms, a podium, parking as available and a stage - size - 25 x 30 ft. stage area (specifically defined).

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- Rental does not include technical support (house manger, lighting, sound, etc.). Green room is not available.

Facilities and service fee rates are reviewed and set annually. The current schedule of fees is available through the Office of Special Events and Facilities Scheduling. See rates for-profit, non-profit, extended dates and on campus events.

Fee Payment

Deposits

A deposit is required for all functions in the Performing Arts Center. Advance deposits are refundable up to 10 working days prior to an event. After this time period, all deposits are non-refundable unless the event is rescheduled within a three-month period. Rescheduling is based on facility availability. Deposits will be applied toward the total event cost only if contractual agreement in this and other documents is met.

Billing

The estimated payment for most functions is due on the last business day before the event occurs. Only certified funds or cash will be accepted as payment, unless otherwise arranged with the Office of Special Events and Facilities Scheduling Office. Additional charges, if necessary, will be billed following the event as determined by USC Upstate staff, faculty or administration.

Fee Waivers

USC Upstate reserves the right to reduce or waive facilities and property charges where a compelling public need or interest is served; an example is using a designated facility as an emergency shelter for hurricane evacuation or other disasters.

All requests for fee waivers must be submitted in writing to the Office of Special Events and Facilities Scheduling and will be reviewed by the Facilities Policy Usage & Review Committee and approved by the Chancellor.

Cancellation Policy

Client Cancellation Provisions:

Notification of cancellations must be made five working days prior to the event. For cancellations made without five working days notice, the user will be responsible for any costs incurred for the event.

In extremely rare situations, due to factors beyond the control of the University, such as weather conditions, unavailability of facilities due to physical damage, or mechanical breakdown of support systems, etc., the University may cancel a previously scheduled non-University event without penalty. In the event of a weather emergency in which the University is closed, external events being catered and facilities reservations may be cancelled.

If an event is cancel, The Office of Special Events and Facilities Scheduling will contact the primary contact listed on the reservation sheet to discuss the cancellation and re-scheduling opportunities.

Changes to Policy and Failure to Comply

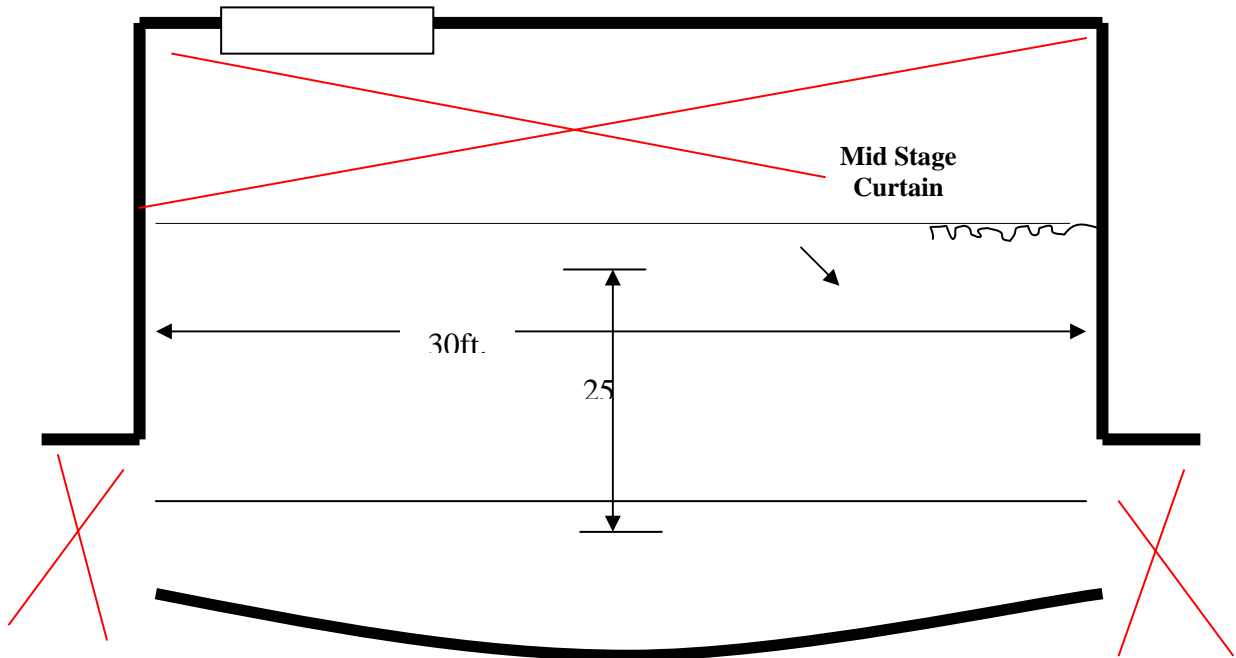
All policies and guidelines presented in this document are subject to review and change without notice. Facilities and services fees will be reviewed annually to assess and establish fair and reasonable costs and charges.

Failure to comply with the policies described may result in the assessment of charges to recover the costs of services scheduled and/or performed, the suspension or revocation of scheduling privileges, and/or the closing of an event requiring restitution for expenses or damages.

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STAGE AREA

Events should occur within the specifically defined 25 x 30-ft. area. If the event cannot occur within this area special arrangements must be made in advance with the Theatre Manager.



The Performing Arts Center serves the University of South Carolina Upstate campus, the Spartanburg community and the Upstate region as the premiere venue of its size for host a variety of performances and presentations.