

University User Request Form
The Schaefer Center for the Performing Arts

Today's date: _____

Person filling out this form (name, contact phone and e-mail address):

Contact person for event (name, contact phone and e-mail address, if different from person completing this form):

Campus group or unit name: _____

Name of event: _____

Staff or faculty member responsible for usage: (Name, contact phone and email—if different from contacts above):

(This person agrees to be on-site at all times.)

Will this event be open to the general public? Y or N

What is the anticipated audience size for this event? (Please indicate with an "X" the correct category below).

601-1100 () 1101-1600 ()

*All Campus groups must have attendance of 600 or more to book the Schaefer Center, and are only allowed to book 1 day (10 hours Maximum) for the entirety of the event. This includes setup, rehearsal, show, and load out.

For Ticketed Events:

Organization Banner ID Number or Budget Code: _____

Address where settlement should be sent: _____

Will there be an admission charge? Y or N

Ticket Price \$ _____ student \$ _____ adult \$ _____ other

If "other" applies, please describe: _____

List the date(s) and time(s) for your event reservation:

Please describe the nature of your event:

In presenting your events, are you contracting with another artist or organization? If so, please describe below, and please note requirements on the following page.

Please provide us with the event details requested below:

	DATE(s)	BEGINNING & ENDING TIMES
Group will be in the theater for prep work:	_____	_____
Group will be in the theater for the actual event:	_____	_____
Doors to the lobby will open at:	N/A	_____
Theater seats will open at:	N/A	_____
Public portion of event will begin at:	N/A	_____
Event will most likely end at:	N/A	_____

Technical Needs: It will not be possible to confirm your reservation, or to provide adequate technical support and/or staff and/or available times if we do not know your needs in advance. If this is a contracted event sponsored by your office or organization, the technical rider portion of the contract must be sent to the Schaefer Center for the Performing Arts technical director's office, before any space reservation can be approved by the Schaefer Center, and before any contract is signed by your organization. If any equipment or items are to be guaranteed to a group, our staff must confirm availability prior to the signing of any contracts. **We suggest that you take this opportunity to contact the Schaefer Center technical staff to schedule a production meeting. Please request a usage policy and reference our website for tech specifics regarding The Schaefer Center if you do not have these items.**

Open Flame Policy: If the use of any type of open flame or smoke within the Schaefer Center is an element of your event, an Open Flame Permit is required. This permit will need to be filled out by the Artist or Organization and returned to Scott Haynes for approval through the ASU safety office before the space request can be approved by the Schaefer Center. If an event requires Haze or fog, all MSDS (Material Safety Data Sheets) documentation must be submitted to the Schaefer Center prior to reserving time in the Schaefer Center. The Schaefer Center reserves the right to approve any use of Haze or Fog within the facility, and certain charges may apply if use is approved. (If you are in need of assistance or have questions call Mr. Scott Haynes, Director of Technical & Production Services @ x6371.)

Concessions and Related Policies: The Schaefer Center for The Performing Arts reserves the right to sell concessions, including alcoholic beverages at selected events. The Director of Sales and Patron Relations can provide details on concessions plans for any given event in the facility. Based on North Carolina's current Alcoholic Beverage Control (ABC) rules and regulations, which apply to the Schaefer Center, no raffles, drawings, or games of chance are permitted in the facility. If your organization wishes to offer an activity of this type, the Schaefer Center staff can provide details regarding other similar activities that are permissible.

Student organizations: must have received support of an advisor and University unit prior to submitting forms to The Schaefer Center. If permission to use the facility as part of an area has been denied, For Profit or not-for profit charges will be applied. (You must have a not-for profit certificate to receive that rate.)

Facility charges: The Schaefer Center is available at no charge to campus users. Should your event require additional equipment or services not available at the Schaefer Center, your organization will be required to cover these added expenses. In this case, the Director of Technical and Production Services will discuss these items in advance with your department.

Box Office Requirements: The Schaefer Center requires all campus users of the space to provide ticket takers at all entryways used to access the seating area of the hall from the lobby for any paid events with issued tickets. Please Contact Sarah Heustess, Director of Sales and Patron Relations @ 2248 for specifics on how many ticket takers will be needed for your event. Campus users should also provide ushers to help audience members find their seats if reserved seating is utilized for their event.

Facility website: In order for your event to be included on the Schaefer Center website, please send the following information to haynesms@appstate.edu along with this reservation form.s

- i) Name, date and time of event
- ii) Lead presenter of the event
- iii) Existing event URL (if the event already has an existing webpage dedicated to it, please send it so we can drive people directly to your site from www.theschaefercenter.org)
- iv) Hi-resolution image(s)
- v) If you do not have an existing event URL, please send a maximum of 200 words detailing the event. Please note: all content will be edited for the web.

Reservation policy: All requests for use are processed on a first-come, first-served basis, with academic units receiving priority for 7 days after calendar is opened for next academic year. Please refer to The Schaefer Center Usage Policies for further clarification of organizational units and scheduling. Pending availability of your date request with The Schaefer Center, ***please contact Sarah Heustess at (828) 262-4046 to set up your tickets and Box Office information.*** *The Office of Arts and Cultural Programs will retain 12 complimentary/reserved seats for office usage, and 12 complimentary/reserved seats for our donors (24 Total).* If these seats are not confirmed for usage 24 hours in advance of event they will be released back to the box office for sale or distribution.

PLEASE NOTE: All campus organizations are required to meet in person to discuss all the specifics of your event. Before any event can be finalized on the Schaefer Center calendar and tickets go on sale, a meeting must take place at the Schaefer Center with the individual or organization putting on the event, faculty advisor, the Schaefer Center Director of Technical and Production Services as well as the Director of Sales and Patron Relations to discuss all specifics for the event. All documents are to be signed by the personnel in charge of each area at this meeting before any event can be considered finalized on the Schaefer Center calendar. Please come to the meeting with this reservation form printed and filled out in its entirety. Please see the Policy on Space Usage by Student Organizations on the following page.

Scott Haynes, _____ Date
Director of Technical and Production Services

Lessee / Campus User _____ Date

Campus User Faculty Advisor _____ Date
(If Applicable)

The Schaefer Center for The Performing Arts

Policy on Space Usage by Student Organizations

- The Schaefer Center is available to student organizations planning events drawing an attendance of 600 or greater, pending availability of the facility on the requested date(s).
- Events that have not pulled the necessary attendance in the past will not be eligible to use the facility. In this instance, the facility staff will provide information about other venue options on campus that are suitable for smaller events.
- All organizations wishing to use the Schaefer Center must complete and obtain necessary signatures on the Schaefer Center's University User Request Form. The facility staff will consider the request and will inform the applicant of its decision about the ability of the Schaefer Center to meet the request.
- As required on the University User Request form, a faculty advisor must be designated as the responsible party for the event. That same faculty advisor must agree to be present at the event, and must be designated as the contact for any funds collected from the event. The designated faculty advisor must also agree to meet with SCPA staff, prior to the booking of the event, to review event plans and facility policies.
- While all space rental fees for campus groups are waived, and there is no fee for usage of the center by student organizations, a security deposit in the amount of \$500.00 must be provided by student organizations requesting space usage, to cover any damage to the facility, or any additional, unforeseen services that arise in the course of presenting the event.
- All campus clubs and organizations are required to follow all policies and guidelines for ASU facilities. These rules and specifications can be found here: http://policy.appstate.edu/Facility_Use. **Please note that all campus clubs and organizations are required to have written approval by the Director of CSIL for usage of any campus facility where tickets are sold. This will be required for any club events booked in the Schaefer Center.**
- No student club or organization, nor University affiliated organization, will enter into a contract with an individual or commercial enterprise for use of university facilities.
- When no admission is charged and there is no type of fund or commercial or charitable solicitation of any kind from those in attendance, approval may be granted to recognized student clubs and organizations and university affiliated organizations for the sponsorship of programs of an educational, cultural, entertainment, social, co-curricular, athletic, or developmental purpose.

Fundraising events by student clubs:

Recognized student clubs and organizations may conduct fund-raising events involving the sale of goods, services, subscriptions, tickets, and the like only with the written approval of the Director of the Center for Student Involvement and Leadership or the Director's designee. University affiliated organizations may conduct the same type of fund raising events with the approval of the appropriate vice chancellor. Approval shall be granted by the appropriate vice chancellor or designate only if all of the requirements of this policy are met and provided that the affiliated group agrees to all of the following special conditions:

- The primary purpose of such fund raising shall be to raise money for the benefit of the club, organization, or affiliated group, the university community, or for the benefit of a charitable group sponsored by the affiliated group.
- All fund raising activity for such events shall be conducted by members of the club, organization, or affiliated group.
- The fund raising promotional materials used by the affiliated group may acknowledge the assistance or contribution of a non-university affiliated group, but no promotional material or activity shall be conducted in such a manner as to extend to a non-university affiliated group the benefits established for university affiliated groups.
- In multi-group fund raising, each participating group shall be required to comply fully with this policy.
- When fund raising events are held, the sponsoring organization may be required to reimburse the university for custodial services and other direct costs. Such reimbursement may be in the form of a user fee. The director or dean responsible for the facility to be used shall make this judgment, subject to review by the appropriate vice chancellor or director.
- The university reserves the right to audit all proceeds from any fund raising events conducted on campus by recognized student clubs and organizations or University affiliated organizations.