

SECTION VII - USE OF MANDEVILLE CENTER'S AUDITORIUM AND RECITAL HALL**A. Policy**

The Mandeville Center's Auditorium (including Lobby and East Room) and Recital Hall facilities are suitable for concerts, conferences, and the like and are available for such purposes through the procedures contained in this PPM.

Use of the Mandeville Center's Auditorium and Recital Hall facilities will be scheduled according to these priorities.

1. Scheduled Music/Drama/Visual Arts departmental activities appropriate to the space;
2. Scheduled activities in support of other campus I & R programs;
3. Other scheduled campus activities;
4. Unscheduled Music/Drama/Visual Arts activities;
5. Unscheduled activities in support of other I & R programs;
6. Other unscheduled campus activities;
7. Events by external organizations and individuals.

Only priorities 1 and 2 are allowed to book the facilities more than three months before the scheduled event. Any request for an exception will be referred to the Advisory Committee for General Space Utilization of the Mandeville Center.

During normal Final Examination periods, the Mandeville Auditorium will not be reserved for activities other than Final Examinations.

B. Procedures

The procedure by which Auditorium and Recital Room facilities are made available for concerts, conferences, and the like depends upon the category of the proposed user.

1. Music, Drama, and Visual Arts

The requesting department must complete and sign a Request for Use of the Mandeville Center Auditorium or Recital Hall (Exhibit VII-A) available from the Storehouse, and send it to the Manager, Mandeville Center. Also, if the planned use is a public event, the requesting department must notify the University Events Office for coordination with the Master Calendar. If the event will be performed by an external organization/individual, the policies and procedures in Section IV, para. M of this PPM must be followed prior to approving the external organization's/individual's use of the Mandeville Center. Upon completion of the above requirements and receipt of the Request for Use of The Mandeville Center Auditorium

or Recital Hall, the Manager, Mandeville Center will review the Request for conflicts, reserve the facility, and inform the department of the confirmed reservation. This process requires a minimum of three weeks lead time. No reservation exists until a written confirmation is obtained from the Manager, Mandeville Center.

2. Other University Departments and University Related Organizations

The requesting department or organization must complete and sign a Request for Use of The Mandeville Center Auditorium or Recital Hall (Exhibit VII A) available from the Storehouse and send it to the Manager, Mandeville Center. If the planned use is a public event, the requesting department must notify the University Events Office for coordination with the Master Calendar. This must be done before the reservation request can be considered for confirmation. Particular attention will be directed to the detailed description of the event and equipment required. If the event will be performed by an external organization/individual, the policies and procedures in Section IV, para. M. of this PPM must be followed prior to approving the external organization's/individual's use of the Mandeville Center. Upon completion of the above requirements and receipt of the Request for Use of The Mandeville Center Auditorium or Recital Hall, the Manager, Mandeville Center will review the request for conflicts, reserve the facility, and inform the department of the confirmed reservation. This process requires a minimum of three weeks lead time. No reservation exists until a written confirmation is obtained from the Manager, Mandeville Center. Any conflicts will be resolved according to the priorities listed in this Section, para. B. above. Subsequent to the event, the department or University related organization will be recharged for costs incurred by Mandeville Center Operations in accordance with a published recharge rate schedule (Exhibit VII B) by the Manager, Mandeville Center.

3. External Organizations/Individuals (Performing Arts)

The sponsor of the external organization must complete a Sponsorship form and process a Request for the Use of Facilities form in accordance with Section IV, para. M of this PPM. Upon return of this approved form, the Chief Officer of such organization must complete and sign a Request For Use of The Mandeville Center Auditorium or Recital Hall (Exhibit A) available from the Manager, Mandeville Center. Particular attention will be directed to the detailed description of the event and equipment required. Upon approval the Manager, Mandeville Center will reserve the facility, provide information for the Public Events Calendar, develop necessary contractual relationships in coordination with the Director, Business Services and inform the organization of the confirmed reservation. No reservation exists until a written confirmation is obtained from the Manager, Mandeville Center. This process requires a minimum of three weeks lead time. Any conflicts will be resolved according to the priorities listed in this Section, para. B. Subsequent to the event, the organization will be billed by the Manager, Mandeville Center, for costs incurred by Mandeville Center Operations according to a schedule of rates approved by the Chancellor (Exhibit VII B).

4. External Organizations/Individuals (Conferences & Catering)

When requested for purposes other than those related to the performing arts, non University related organizations shall follow the procedures outlined in Section IV, para. M of this PPM.

C. General Responsibilities

1. Advisory Committee for General Space Utilization of the Mandeville Center
 - a. To develop, recommend and, when approved, implement policy and procedures necessary to insure the most effective use of the General Use Space in the Mandeville Center;
 - b. To meet at least once a year to review the efficacy of existing policies and procedures;
 - c. To review, when necessary, individual proposals for the use of General Use Space where uncertainty exists as to priority, effectiveness, or appropriateness of such a proposal.
2. The Director, Business Services
 - a. To determine whether or not a request for use of University facilities by an external organization satisfies the requirements of Section IV, para. M of this PPM. In the event of uncertainty, refer the request to the Committee on Use of University Properties.
3. The Manager, Mandeville Center
 - a. To schedule and confirm reservations for all events which occur in the Mandeville Auditorium and Recital Hall;
 - b. To provide detailed descriptions of events to the committee for General Space Utilization of the Mandeville Center when required;
 - c. To obtain a fully executed "Contract" or "Agreement" from all external organizations in coordination with the Director, Business Services prior to any action which purports to bind the University to perform some obligation or to confer or receive some benefit;
 - d. To execute all recharges and billings as outlined herein;
 - e. To forward completed Sponsorship and Use of Facilities forms to the Director, Business Services for approval.
4. The Conference Coordinator
 - a. To coordinate all applicable procedures contained in Section IV, para. M of this PPM.
5. University Events Office

- a. To coordinate Box Office Services when requested and available.
- b. Calendar Events.
- c. To coordinate with the Manager, Mandeville Center;
- d. To coordinate all applicable procedures referred to in Section IV, para. M of this PPM.