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4.1140 Francis Hall Theatre Use and Reservation

The Francis Hall Theatre (the "Theatre")



- < Contracted performances must submit a rider to the appropriate Senior Leader prior to contracting with an artist or agency. The rider must set forth the additional cost of set-up for the Theatre and the cost of any technology needs to be incurred by the use of the reserving party. The rider will confirm that the requesting entity will be responsible for such costs.
  - o Contracts may not be signed without advance submission and approval of the rider by the appropriate Senior Leader detailing the artist(s) needs.
- < Reserving the Theatre space should occur at least two months in advance of any event.
  - o The University will try to respond to last-minute requests as facilities, technical staff, and other employees' schedules permit.
  - o Additional costs may be assessed against the reservation originator for additional staffing needs.
- < Theatre reservations will be accepted up to 365 days in advance of the event.

Annually, the Theatre is available for reservations from the first Wednesday of classes in Fall to the last day of finals in the Spring with seating for 300 (see Procedure). From the first Wednesday of classes in the Fall of each year until the last day of finals in April/May, a stage thrust is inserted into the space for classroom use, reducing the seating to 200. While reservations are available during this period, the University will not alter the space or remove the stage thrust.

Person(s) reserving the space must accept the presence of the stage thrust additional stage area for their event during the academic year. Note that Theatre production scenery and props may be present and need additional consideration in managing events. The director of the Theatre program is available for consultation when requested.

All individuals using/renting the Theatre are responsible for returning it to good condition. This includes returning seats to appropriate location, removing bottles/trash, turning off the lights, sound and any other technology and reporting any maintenance issues to the Alvernia University Facilities Department with a facilities work order available from the link at the end of this document or on the Alvernia logins page.

Any exception request must be submitted on the Policy and Procedure Exception form linked below to the individual/group identified in the Responsibilities section above.

Academic Affairs policies should be reviewed on a 5-year cycle and updated when institutional needs or goals change.

Approved versions of this policy will be posted on the Alvernia University Portal

This section contains any other policies, 3<sup>rd</sup> party standards, or guidelines referenced by this policy.

N/A

< ASTRA Room Reservation [Request Form](#)

