

## Kennedy Auditorium

**Original Implementation:** September 1, 1975

**Last Revision:** July 21, 2020

### Auditorium Operating Policy

Scheduling and use of Kennedy Auditorium is pursuant to Use of University Facilities (16.33). The dean of the College of Fine Arts is the administrator of the facility and its operating policies. Nothing contained in this policy will be construed to prohibit or hinder the operation of Kennedy Auditorium in pursuing the university's mission. All activities associated with that mission will have priority in the use of this facility.

### Priority of Users

Because Kennedy Auditorium is an academic and a special events venue, its use will be restricted according to the following prioritized categories:

Category I – Events sponsored by the Schools of Art, Music, or Theatre; and other performance activities that are a necessary adjunct to academic programs in the College of Fine Arts.

Category II - Events that are a part of the University Series or the Children's Performing Arts Series (CPAS).

Category III – Events sponsored by university administration, academic units or student organizations.

Category IV – Events sponsored by non-university groups, subject to the regulations described herein and university policy 16.33, Use of University Facilities.

### Reservation Procedures

Reservations for all functions in Kennedy Auditorium are made through the office of the dean of the College of Fine Arts. The dean may limit in advance, or reduce after receipt of reservations, the number of dates reserved by any entity, activity, or type of event. The dean may limit the duration and/or reject the date(s) of any reservation that is impractical for reasons such as safety, stage operations requirements, or excessive restriction of the auditorium's availability. All reservations require the dean's approval. The dean will act as arbitrator in circumstances where scheduling conflicts cannot be resolved. Scheduling priorities will be given in accordance with the following procedures:

Category I - Events requiring the use of the auditorium for five days or longer have priority for reserving dates until October 1 of the previous academic year. Events requiring the use of the auditorium for fewer than five days have priority for reserving dates through October 31 of the previous academic year.

Category II - Events in this category have priority for reserving dates after November 1 and prior to January 1 of the previous academic year.

Categories III and IV - Events in these categories may reserve available dates after May 1 of the previous academic year.

### **Jointly Sponsored Events**

Jointly sponsored events (i.e., events where official university academic units and organizations jointly sponsor an event with a non-university group) may be scheduled only in accordance with the provisions of the policy on Use of University Facilities (16.33). Jointly sponsored events in Kennedy Auditorium are subject to the following regulations:

1. Only university entities (colleges, academic units, auxiliary offices) may jointly sponsor an event with a non-university group.
2. A jointly sponsored event must have approval from an academic unit chair/director, dean or vice president and have relevant educational objectives.
3. A written agreement between the university entity and the non-university group must be prepared in consultation with the dean of the College of Fine Arts and the Kennedy facilities manager. This agreement must be signed by the appropriate authorities.
4. The Kennedy staff will work directly with the university sponsor rather than the non-university group. The university sponsor will be considered the producer of the event.
5. The university sponsor will assume full responsibility for the event and all related charges, including costs for damages. All promotion of the event must include the name of the university, be approved by the university sponsor and conform to the policy on University Publications (15.8).
6. The university sponsor will assure the use of Kennedy Auditorium does not result in private gain for the non-university group.

### **General Operating Regulations**

1. No signs, messages or other materials may be posted, displayed, distributed or announced in, on, or adjacent to Kennedy Auditorium by the user or sponsor without prior written approval by the dean of the College of Fine Arts. Such materials may not be fastened to any part of the facility except in spaces provided for that purpose and may not be permitted to interfere with crowd movement and safety.
2. All news releases, handbills, advertisements, television and radio announcements or other media utilized to inform the public of a non-university event to be held in Kennedy Auditorium must be approved by University Marketing Communications and must carry a disclaimer, approved by the university general counsel, stating that the use of Kennedy Auditorium does not imply endorsement of the event by the sponsoring organization or the university.
3. Safety regulations, as determined by the Kennedy Auditorium facilities director and the university safety officer, will govern all areas of Kennedy Auditorium.

4. A walk-through of the auditorium with the facilities director must take place prior to and at the conclusion of the event. The sponsor of the organization must be present for the walk-through.
5. The user organization is responsible for the conduct of its representatives, members and guests of the event while in Kennedy Auditorium. Organizations with a history of conduct violations during previous use of Kennedy Auditorium may be denied subsequent use.
6. In accordance with Smoking, Vaping and Use of Tobacco Products (13.21), Kennedy Auditorium is a non-smoking facility. Smoking, vaping and using tobacco products is prohibited.
7. The user must specify hours of occupancy and may not have any activities in the facility other than at those times. The Kennedy staff will be in attendance and will be paid by the users during all specified hours, according to a schedule of fees kept in the dean's office.
8. All university equipment will be operated by trained personnel employed by the university and/or approved by the Kennedy Auditorium facilities manager.
9. Kennedy Auditorium will not provide any multimedia equipment.
10. Users may employ their own crews for tasks better understood by their personnel (music stand and chair setup, prop arrangements, etc.). These arrangements must be approved in advance by the dean of the College of Fine Arts and Kennedy facilities manager. Such arrangements do not, however, release the users from the basic personnel charges as stipulated by the schedule of fees.
11. Services provided by the Kennedy staff outside scheduled occupancy will be paid by the users.
12. The user must obtain approval from the Kennedy Auditorium facilities manager before placing any equipment on the stage. All decorations will be installed without defacing the building and will be subject to the supervision and approval of the Kennedy Auditorium facilities manager.
13. The user organization will not allow beverages, food, gum or refreshments of any kind to be sold, brought into, or served in Kennedy Auditorium. No refreshments will be taken onto the stage, into the backstage areas, or into the auditorium at any time. Exceptions must be approved by the Kennedy Auditorium facilities manager. Stage work will be done at the users' expense under the supervision of the Kennedy facilities manager. Approval must be secured for organizations to employ their own personnel.
14. User organizations will leave the stage and stage areas, including dressing rooms and access areas, clean and clear after the final performance. Any exception must be approved by the Kennedy facilities manager. If the stage is not cleared within the designated period, the Kennedy staff will employ a crew for which the users will pay. Users will be released from further clean-up responsibility only after inspection by the Kennedy facilities manager.
15. Additional charges will apply for custodial services required outside regularly scheduled housekeeping hours.
16. All users and sponsors will be responsible for payment for damages to the facility, its fixtures and equipment, whether caused by the user, sponsor or its patrons.
17. A cancellation notice of at least 48 hours is required. Failure to do so may result in denial of any future use of the facility.
18. The university will not be responsible for items left in the auditorium

**Cross Reference:** Use of University Facilities (16.33); Smoking, Vaping and Use of Tobacco Products (13.21)

**Responsible for Implementation:** Provost and Vice President for Academic Affairs

**Contact for Revision:** Dean of the College of Fine Arts

**Forms:** Reservation Form; Schedule of Fees

**Board Committee Assignment:** Building and Grounds Committee