

# Kennedy Auditorium

**Original Implementation:** September 1, 1975

**Last Revision:** July 28, 2015

## Auditorium Operating Policy

Scheduling and use of Kennedy Auditorium is pursuant to Use of University Facilities (16.33). The dean of the College of Sciences and Mathematics 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 College of Sciences and Mathematics and other activities that are a necessary adjunct to academic programs in the College of Sciences and Mathematics.

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

Category III – Events sponsored by non-university groups, subject to the regulations described herein.

## Reservation Procedures

Reservations for all functions in Kennedy Auditorium are made through the office of the dean of the College of Sciences and Mathematics. A facility reservation agreement form must be completed and approved by the dean. Verification will be required that space is not available in the Baker Pattillo Student Center prior to a student organization being given permission to use Kennedy Auditorium. The dean will act as arbitrator in circumstances where scheduling conflicts cannot be resolved. No fee will be charge for the use of the auditorium. Groups/organizations may charge a fee or take a donation for their event if lawful to do so.

## 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 Sciences and Mathematics. 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. Safety regulations, as determined by the Kennedy Auditorium facilities director and the university safety officer, will govern all areas of Kennedy Auditorium
3. 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.
4. 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.
5. In accordance with Smoking, Vaping and Use of Tobacco Products (13.21), Kennedy Auditorium is a non-smoking facility and smoking is prohibited within 20 feet of any entrance/exit. In addition, the use of electronic cigarettes is prohibited in the auditorium
6. The user must specify hours of occupancy and may not have any activities in the facility other than at those times.
7. All university equipment will be operated by trained personnel employed by the university and/or approved by the Kennedy Auditorium facilities manager.
8. Kennedy Auditorium will not provide any multimedia equipment. If the user requires this for the event, they will need to contact Baker Pattillo Student Center Reservations, make the necessary arrangements and be responsible for any expense.
9. 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.
10. 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.
11. 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.
12. The user organization will leave the facility, including the stage area, backroom and access areas, clean and clear after the event.
13. A cancellation notice of 48 hours is required. Failure to do so may result in denial of any future use of the facility.
14. 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 Sciences and Mathematics

**Forms:** Facility Reservation Agreement; Walk-Through Checklist

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