

Turner Auditorium

Original Implementation: May, 1987

Last Revision: January 27, 2015

Auditorium Operating Policy

Scheduling and use of Turner Auditorium and its equipment are 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 shall be construed to prohibit or hinder the operation of Turner Auditorium in pursuing the university's mission. All activities associated with that mission shall have priority in the use of this facility.

Priority of Users

Because Turner Auditorium is an academic and a performing arts facility, its use shall 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 any university academic units or organizations.

Category IV - Events sponsored by non-university groups subject to the regulations described herein.

Reservations Procedures

Reservations for all functions in Turner Auditorium are made through the office of the dean of the College of Fine Arts. 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.

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

Events with Admission Charges

Category I and II events: If an event has an admission charge, the Fine Arts Box Office must deposit all proceeds into a university account according to business office procedures.

Category III and IV events: Admission pricing and procedures may be established by individual users for their events. Services of the Fine Arts Box Office are not available; nevertheless, university academic units must conform to university business practices and policies.

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 Use of University Facilities (16.33). Jointly sponsored events in Turner Auditorium are subject to the following regulations:

1. Only entities of SFA (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 Office of the Dean of the College of Fine Arts and the Turner facilities manager. This agreement must be signed by the appropriate authorities.
4. The university sponsor shall assume full responsibility for the event and all related charges, including costs for damages.
5. The Turner 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.
6. All advertising, promotion, and announcements of the event must include the name of SFA, be approved by the university sponsor and conform to University Publications (15.8).
7. The university sponsor shall assure that the use of Turner 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 Turner 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. Advertising: 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 Turner Auditorium must be approved by the public affairs office and also must carry a disclaimer, approved by the university general counsel, to the effect that use of Turner Auditorium does not imply endorsement of the event by the sponsoring organization or the university.
3. Safety regulations, as determined by the Turner staff and the university safety officer, will govern all areas of Turner Auditorium and the Griffith Fine Arts Building.
4. The user organization is responsible for the conduct of its representatives, members, and guests of the event while in the Griffith Fine Arts Building. Organizations with a history of conduct violations during previous use of Turner Auditorium may be denied subsequent use.
5. In accordance with Smoking and Use of Tobacco Products (13.21), Griffith Fine Arts Building 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. Each user is advised to make its policies regarding the taking of photographs and/or recordings clear to the audience.
7. Users must have prior written permission from the Turner staff to make any broadcasts, telecasts, master recordings, films, or transcripts of performances. If consent is given, the user organization will furnish and install all necessary equipment other than that provided by the Turner staff.
8. The user must specify hours of occupancy and may not have activities in the facility other than at those times. The Turner staff will be in attendance and will be paid for by the user during all specified hours, according to a schedule of fees kept in the dean's office.
9. Turner staff needed shall be determined by the Office of the Dean of the College of Fine Arts and the Turner facilities manager. A Turner technical crew for all events and house management when an audience is present are required. Any additional required personnel (ticket sellers/takers, ushers, etc.) shall be provided by the user, at the user's expense.
10. Users may use their own crews for tasks more appropriately understood by their personnel (music stand and chair setup, prop arrangements, etc.). These arrangements must be approved in advance by the Office of the Dean of the College of Fine Arts and Turner facilities manager. Such arrangements do not, however, release the user from the basic personnel charges identified in this policy.
11. Services for an event performed by the Turner staff outside scheduled occupancy shall be paid for by the user. All university equipment will be operated by trained personnel employed by the university and/or approved by the Turner facilities manager.
12. All users and sponsors shall be responsible for payment for damages to the facility, its fixtures and equipment, whether caused by the user, sponsor, or its patrons, with the

- exception of ordinary wear and tear.
13. Pianos owned by SFA may be provided, according to the schedule of fees.
 14. Stage work shall be done at the user's expense under the supervision of the Turner facilities manager. Approval must be secured for user organizations to employ their own personnel.
 15. Users must request equipment that may be deemed non-standard by the Turner facilities manager prior to signing the contract.
 16. User must obtain approval from the Turner facilities manager before placing any equipment on the stage. All decorations shall be installed without defacing the building and shall be subject to the supervision and approval of the Turner facilities manager.
 17. The user organization shall leave the stage and stage areas, including dressing rooms and access areas, clean and clear after the final performance. Any exception to this must be approved by the Turner facilities manager. If the stage is not cleared within the designated period, the Turner staff will employ a crew for which the user will pay. A user will be released from further clean-up responsibility only after inspection by the Turner facilities manager.
 18. Additional charges will apply for custodial services required outside regularly scheduled housekeeping hours.
 19. The user organization shall not allow beverages, food, gum, or refreshments of any kind to be sold, brought into, or served in Griffith Fine Arts Building. No refreshments shall be taken onto the stage, into the backstage areas, or into the auditorium at any time. Exceptions must be approved by the Turner facilities manager.
 20. Should an event be canceled within three weeks before the scheduled performance, a cancellation fee will be charged to the user according to the schedule of fees.
 21. House doors open thirty (30) minutes before curtain time. The house manager starts the performance.
 22. Any user whose technical or house crew fails to operate and maintain the facility according to the stated operating regulations shall be required to employ Turner staff for future events, or may forfeit future use.

Cross Reference: Use of University Facilities (16.33); University Publications (15.8); Smoking 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