

Title: Auditorium Usage**Approved:11/14/2013****Type: Board of Trustees Policy****Revised 10/01/2013****Number: AOM – 2.01****Page 1 of 2**

Purpose

Sets forth Board of Trustees Policy on use of the Auditorium facility, inclusive of the Auditorium Lobby, Green Room and Lecture Hall.

General Policy

The College's Paul A. Johnston Auditorium shall be established for the purpose of educational and cultural enrichment of the College and for the residents of Johnston County and surrounding areas.

The facilities available for private and public rental, and addressed under this Auditorium policy, shall include the Auditorium, Great Hall (Auditorium Lobby) and the Green Room.

The Wilson Lounge and the Student Lounge area and the in the Wilson Building shall also be made available for private rental and addressed under this policy.

The technical director, security and custodian personnel shall be required for all events. For performance events in the Auditorium, two (2) ushers and one (1) stage associate shall also be required. Rates for services including pre-event set-up and post-event clean-up shall be charged accordingly.

In order to preserve and protect elaborate state-of-the-art technical equipment installed in the Auditorium, facility-provided management and technical personnel shall be present for all private/public rental and performance-related events.

Additional facilities available for private and public rental include campus-wide lecture halls, classrooms, computer labs, grounds and the Frank Creech Art Gallery.

Policy Provisions

Rental Fees

The rental rates shall be established by the Board of Trustees, upon recommendation of the President. Employees shall not have the authority to alter the approved rental rates, charges or fees to any person or group.

The basic factors determining rental rates for use of the Auditorium shall include the not-for-profit status of the user organization(s) and whether an admission fee is to be charged.

There shall be no rental fee imposed for events sponsored by the College and Johnston County government. Employees or others intending to serve as sponsor for any such events, shall complete the **Co-Sponsorship of Events in the Auditorium Request Form** and submit same with the request for reservation.

The total rental fee shall be comprised of the base use-fee plus the personnel services and equipment fees applicable per each individual event designed.

Rental fees shall vary according to the space being utilized, the time of day or week and the not-for-profit vs. for-profit status of the user. Base rental use rates quoted include shall standard utilities and house lighting.

The base use fee rental rates shall be maintained by the Performing Arts Manager and approved by the Vice President of Administrative Services.

The rates shall be incorporated into the **Official Rental Agreement Form (Terms and Conditions of Use)**, along with information on deposit and payment schedule and the current Personnel Hourly Service Fees. A sample rental agreement shall be made available for inspection by the Performing Arts Manager or other College official.

Space Descriptions and Capacities

The space descriptions, capacities and typical uses shall be as follows:

Paul A. Johnston Auditorium:

1. Capacity 1,011 minus eleven (11) removed seats for wheelchair accommodation;
2. Equipped for hearing-impaired persons;
3. Available for rehearsals, performance events, large conferences, meetings, presentations and seminars; and
4. Can include use of dressing rooms and orchestra pit if required, with theatrical and technical specifications provided upon request for performance events.
5. Requires a minimum of 200 participants.

Auditorium Lobby and/or Tart Multi-purpose Room:

1. Capacity of 350 persons using tables/chairs, 700 persons using chairs only and 1,000 persons as standing room, with dimensions of 40' by 120';
2. Availability as dependent upon student/College activity schedule;
3. Concession services may be available;
4. Can be used for receptions, banquets, meetings, performance events, displays and exhibits; and
5. It shall be understood that students may walk through the Lobby during rental times.
6. Requires a minimum of 75 or more participants.

Green Room:

1. Capacity 25 – 40 persons depending upon event design.
2. Available weekdays from 8:00 AM – 5:00 PM only.

Other Rooms:

Other rooms in Tart, as well as classroom and computer labs on campus are available for rental use.

Inquiry and Tours

Inquiry may be made in person or by telephone to the offices of the Paul A. Johnston Auditorium. An appointment may be made to tour the facilities and discuss facilities and services desired.

Terms and Conditions of Use

The College as Licensor and the party as Licensee shall be expected to enter into a rental agreement, entered into on a specific date.

The **Official Rental Agreement (Terms and Conditions of Use)** shall be confirmed upon signature and payment of required deposit.

The rental agreement shall be subject to modification by action of the Vice President of Administrative Services or as a result of changes to this policy or actions of the President or of the Board of Trustees.

Applicable Forms

Co-Sponsorship of Events in the Auditorium Request Form: AOM—2.01-A
Official Rental Agreement Form (Terms and Conditions of Use): AOM—2.01-B