

LEE HALL AUDITORIUM

Florida A&M University

MEMO

TO: Lee Hall Auditorium Users

FROM: A. Thomas Cavano, Ph.D., Director

RE: Booking Procedures

Florida A & M University extends the use of Lee Hall Auditorium to FAMU departments, on-campus organizations, and not-for-profit community organizations on condition of compliance with policies and procedures governing the facility. This document outlines the booking and use procedures for Lee Hall Auditorium. It constitutes the agreement between all users and the auditorium management. Compliance with these policies and procedures is required. **Failure to comply with these procedures is considered justification for denial of use of the facility.**

Each page of this agreement must be initialed by the executive officer of the organization desiring the use of the auditorium. The final page must be signed and dated by the executive officer of the organization, signifying understanding and compliance with all rules and regulations governing the use of this facility.

In addition to the procedures below, **all bookings also require a completed and approved Facility Request & Event Approval Form from the Office of Student Union Activities.** For further information concerning this process, call (850) 599-3400.

I. Booking Approval

- A. Requests for use for academic or official University purposes (funded by the Education and General Services budget line) must be processed through and signed by the **Dean or Vice President of the requesting department**, their **designee**, or processed through, and signed by, **the President of the University**.
- B. Requests for use by University or official campus organizations must be **approved by their Advisors**. They must then be processed through and signed by the **Director of Student Activities**, (850) 599-3400.
- C. Requests from outside the University need approval from the **Chief Communications Officer**, (850) 599-3413. University Policy states that off-campus users of the auditorium must be not-for-profit organizations with valid 501(c)(3) tax-exempt status whose events meet University standards.

- D. A form which has not been completely filled out or which has not been signed by the appropriate University officials specified above will be rejected.
- E. As Lee Hall Auditorium represents the “best public face” of the University, **all events that take place in the facility are required to reflect the dignity and decorum of the University itself.** The importance of making the facility available to users is to be balanced with the need to preserve its reputation as a venue, and its use for future generations. Events and groups that have a history of not meeting the “dignity and decorum” standards of Lee Hall Auditorium will not be approved. **Behavior that does not meet this standard will result in cancellation of the event and denial of further applications.**

II. Costs

- A. The University charges all users fees for the use of the Auditorium. The facility manager uses information provided by the user to generate an estimate. This information is derived from the **completed Event Summary Form.** Invoices are generated after the event and are based on actual occurrences rather than on the estimate. **The University reserves the right to change the facility usage fee structure at any time and without advance notice.**
- B. All Lee Hall Auditorium events and activities must be supervised by auditorium staff. Without staff present, the auditorium is closed to users. As with other costs, auditorium staff hours supervising and facilitating user activities and events constitute an encumbrance of state resources. These resources must be reimbursed by the user.
- B. All events result in an invoice. Education and General Services (E&G) events are prepaid. Invoices for payment will be submitted to all other users.
- C. Deposits are required for all non-E & G events. The amount of the deposit is equal to the amount of the estimate. An initial **“Good Faith” deposit** of \$100.00 is required upon booking for all non-E & G events. **All payments must be made by money order or cashier’s check.** No cash, business checks, or personal checks will be accepted.
- D. Any remaining deposit balance must be received **no later than five working days before the scheduled event.**
- E. If an event is cancelled or rescheduled within a week of the scheduled date, the user relinquishes the Good Faith Deposit.

III. Booking Information

- A. **Bookings are made on a “first come, first served” basis only.** No bookings will be accepted without a full-completed **Event Summary Form** signed by the appropriate dean or vice president (see Section I above). Additionally, the Facility Manager recommends, **and may require,** additional information concerning a booking. This can include, but is not limited to, a complete technical rider, programs or agendas (tentative or final), scripts, diagrams, and advertisement copy.

- B. **No “tentative” bookings are accepted. Bookings are not “penciled in.”** No bookings can be confirmed without a completed **Office of Student Activities Facility Request Form and Good Faith Deposit.** Users are welcome to express an interest in a date, but LHA staff may not “hold” a date without the Good Faith Deposit.
- C. The contact person listed on the form must be the key person responsible for the event. **This person must have the authority to commit his or her organization to the financial obligations associated with use of the auditorium.**
- D. **Bookings are not transferrable.** If an organization chooses not to use their event date, it must be cancelled. Another organization wishing to use the same date and time must apply and be approved for it separately. A representative of the booking organization – preferably the contact person - must be on site throughout the event. In the case of Registered Campus Organizations, the Advisor must be on site and accessible throughout the event.

BOOKING POLICY NOTICES:

1. Dates for an event may only be changed with prior auditorium management approval. If granted, the change may be noted on the Facility Request Form provided that NO material changes are planned for the event. Otherwise, a new Facility Request Form AND a new Event Summary Form must be completed (with all signatures secured).
2. Users may not change their booking status to avoid user fees. No non-E & G entity may book or use Lee Hall Auditorium using the name or status of an E & G department as a pretext for avoiding reimbursing the University for non-official use.
3. Events without deposit paid in full within 5 working days of the event date are subject to cancellation without notice.
4. Events without proof of completed security and insurance requirements (see below) 2 days before show date are subject to cancellation without notice.

IV. Security and Insurance

A completed Student Activities Facility Request Form is required for all events. Failure to have this form completed and signed by all required personnel will result in the cancellation of the event.

- A. Lee Hall contains the auditorium but also contains office spaces not open to the public. **Any event taking place outside of normal University office hours (8 AM - 5 PM, Mondays through Fridays) must have a FAMU Police Department-approved security detail on site before the building doors or any lobby doors can be opened.** Arrangements for security must be made through the FAMU Police Department (850-599-3256). Written authorization and confirmation for security services must be delivered to Lee Hall Auditorium staff no later than two working days before the event or the event will be cancelled.

- B. Security arrangements include the following requirements: Security officers must arrive no later than 1 hour before the event begins and **no later than ½ hour before the lobby doors are to open**. On weekends and after 5 PM no audience will be admitted into the Lee Hall Lobby until security arrives, so if you plan to have the lobby open sooner than 1 hour before show, you must make these arrangements in advance with the security detail. This includes arrangements for decorating or arranging the lobby.
- C. Security arrangements must include that the security detail will remain in service for 1 hour after the event has finished. Any event that goes longer than one hour before the end of the security contract will be terminated. Please make careful arrangements with your security contract to keep these conditions in mind.
- D. **All events require special event insurance.** Insurance must be arranged through Mr. Jim Jacoby of the University Risk Management Office (850-599-3442). Events without insurance confirmation through the Risk Manager's Office within two working days before the event will be cancelled.

V. Equipment and Times

- A. Equipment or arrangements not requested in advance on the Event Summary Form may not be provided.
- B. Last minute changes in the schedule, equipment, or arrangements on the Event Summary Form may not be accommodated.

VI. Liability

The user is financially responsible for damages to and thefts of University property which occur as a result of the scheduled event.

VII. Box Office

No ticket sales may take place in the lobby of Lee Hall Auditorium. Walk-up tickets for Auditorium events may only be purchased at the Ticket Office in the Commons Bldg.

VIII. Souvenir Sales

No selling of any kind may take place in the auditorium or the lobby. No cash transactions are permitted in the auditorium or lobby. This includes collections or offerings.

IX. Food and Drink

No food or drink is permitted in the lobby, the auditorium or on the stage. This rule is very strictly enforced. Damages due to spilled food or drink will be charged to the user. Failure to comply may result in the cancellation of the event.

X. Numbers of Participants

- A. Events scheduled in the auditorium are limited to those with 200 participants or more. Organizers of smaller events must secure other venues.
- B. Auditorium capacity is 1190 seats. Organizers must limit attendance to this number without exception. Events with audiences standing or sitting in the aisles will be halted.

XI. Academic Classes

The auditorium may not be used as a classroom. Forums, recitals and colloquiums with attendance of over 200 persons are permitted.

Further Information: A complete description of booking policy, along with technical information about the capacities and capabilities of the auditorium can be found in the *LHA Manual and Facility Description*.

With my initials on preceding pages and this signature I certify that I am the executive officer of the organization applying for a booking at Lee Hall Auditorium. I further certify that I have read the rules and regulations contained in this document, and that my organization, our guests, volunteers and employees, will comply with these rules and regulations.

Signature

Date signed

Printed Name and Title

Organization

LEE HALL AUDITORIUM EVENT SUMMARY FORM

1601 South Martin Luther King Jr. Boulevard - Room 111-A ♦ Tallahassee, FL 32307 ♦ (850) 561-2649 voice ♦ (850) 561-2983 fax

All requests must be submitted no later than five (5) WORKING days before the scheduled event.

<small>rev 01/08</small>	
USER INFORMATION	
Contact Person: _____	Telephone Numbers: (w) _____
Organization: _____	FAX: _____
Address: _____	(h) _____
_____	e-mail _____
_____	Account Number: _____
Event Name/Purpose _____	
Event Date: _____	Event Time: _____
<small>(Note: Only One Date Per Event Summary Form)</small>	
Estimated Length of Event: _____	User Arrival Time: _____
Contact Person's Signature: _____	OFFICE USE ONLY
Approved By: _____	Date Received: _____
<small>Gateway Client Approval Only</small>	Received By: _____
	<small>initials</small>

- SECURITY PLAN: Number of Officers** ___ **Hours on Site:** ___ **(confirmation attached)**
- INSURANCE APPROVAL (confirmation attached)**
- DEPOSIT PAID (confirmation attached) EVT. MANAGER** _____

PRODUCTION NEEDS - This section Must be filled out completely for booking to be accepted:
General Description (Awards Ceremony, Performance, Conference, etc.): _____ _____
PARTICIPANTS: Please give the number of people participating in the following categories
MC/Speakers -- _____
Performers -- _____
Technicians, Stage Managers, Directors -- _____
Band/Music Groups -- _____
<small>(Number of groups/number of people in each group)</small>
Lighting Needs: _____ _____
Audio Needs: _____ _____
Facility Needs (dressing rooms, drops, screens, furniture, etc): _____ _____

OFFICE USE ONLY
Crew Time In: _____
Crew Time Out: _____
Notes: _____ _____

LEE HALL AUDITORIUM
EVENT SUMMARY FORM
INSTRUCTIONS

The purpose of this form is to provide us with an accurate a description of the event Please provide any sketches of floor plans, details of activities, programs or calendars you may have. This will help us estimate the services needed for an efficiently executed event.

Please use one form for each use of the facility. If you have an afternoon convocation and an evening performance, please list them on separate copies of the Event Summary form.

Explanation of Event Summary Form Items:

Contact Person: who in your organization can we call for answer to questions about your needs and expectations? ***This person must be the person responsible for the details of your event, responsible for making decisions concerning your event and controlling the costs accrued during the use of the facility.*** We request that your contact person be as accessible as possible to help us coordinate your event..

Telephone Number: The contact person's daytime phone number. Any voice mail, beeper, mobile phone or home numbers will be appreciated. Also please provide us with e-mail addresses of principals.

Organization: The primary sponsoring organization or producer of this event: the company or department to whom the bill will be sent. ***This entity must be either an official FAMU organization or have an IRS not-for-profit, tax-exempt status as articulated with a 501(c)(3) letter.*** Please include the correct current mailing address.

Account Number: If the producing organization is a department within FAMU, that department's account number.

Event Name/Purpose: The published or advertised name of your event, or the goal of the event.

Event Date: The calendar day the event will occur.

Event Time: The time your activity is ***scheduled to begin.***

Client Arrival Time: ***The time you wish the doors to be unlocked for you and your staff to enter the building.***

Estimated Length of Event: The intended duration of the on-stage activities.

Requestor's Signature: The signature of the official in your organization with budgetary authority to enter into a contract with FAMU's Lee Hall Auditorium.

Approved By: Gateway Client signature: either the Director of Student Activities, the President's designee for off-campus organizations Director of Communications Sharon Saunders, or the Dean or Vice President of your division in the University. ***Lack of authorized signature on this line will prevent your booking of the facility.***

PRODUCTION NEEDS: *Please be specific and thorough. Blank areas or inadequate description of your event will prevent your event from being booked.*

General Description: a brief description of the kind of event planned. Need for a grip (scene shift) crew, or special needs should also be listed.

Participants: This section is to help us understand how many people in what capacities will be participating in your event. How many audience members are invited or anticipated?

MC/Speakers: How many narrators or main speakers will you have?

Performers: How many individual actors, singers, instrumentalists, speakers, presenters will come on stage?

Bands/Music Groups: What is the exact number of groups, the exact number of members expected and their instrumentation.

Technicians, Stage Managers, Directors: In addition to the on-stage participants, we need to know the number of technical personnel and volunteers you plan to have on your staff. Ushers, ticket takers, stage moms, production assistants should all be included.

Lighting Needs: Any particulars, special lighting effects, follow spots, use of house lights, or just general stage lighting should be mentioned.

Audio Needs: The number and kind of microphones needed, any use of the audio playback equipment, including audio tracks from computer presentations, should be mentioned here.

Facility Needs: Dressing rooms, stage dressing, chairs and tables, use of foyer, chorus risers, orchestra shell, the need to fly banners, video projectors, etc.

TRACKING NUMBER : _____

(Revised 12/19/08)

**FLORIDA A&M UNIVERSITY
FACILITY REQUEST & EVENT APPROVAL FORM**

(Form **MUST BE** received by the Office of Student Activities in accordance with **REQUIRED RULES ON BACK OF FORM**)
SECTION I (FOR REQUESTOR USE ONLY)

*CAMPUS EVENT DATE: _____ *CAMPUS EVENT TIME: From _____ am/pm To _____ am/pm
(*CHANGE in Event Date/or Event Time CAN ONLY be made with signed approval from the Building Coordinator & Student Activities)

ORGANIZATION/AREA/AGENCY NAME (Print): _____

Mailing Address (city/state/zip) _____

***** ALL STUDENT ORGANIZATIONS MUST BE OFFICIALLY REGISTERED *****

OUTSIDE ORGANIZATIONS WILL NOT BE APPROVED FOR SOCIAL (Dances, Parties, Etc.) EVENTS ON-CAMPUS
Venues with an (*) indicate Non-University Use (Outside Organizations/Public Use) See Back of form for Approved Venues & Capacity

OUTSIDE ORGANIZATION: YES NO PAID EVENT: YES NO TICKET SALES: Beginning No. _____ Ending No. _____

TYPE OF EVENT _____ (Must adhere to submission deadlines): Agenda ___ Proposal ___ attached as appropriate

ADVISOR/AREA OFFICIAL NAME (Print): _____ Signature: _____

ORGANIZATION President/Other (Print): _____ Signature: _____

EVENT CONTACT NAME (Print) _____ POSITION: _____

CONTACT SIGNATURE: _____ Tele. No(s): _____ E-Mail _____

OSA approval/date required (Clubs/Organizations/Students Events): _____ Date _____

Building/Venue/Area/ Name/Room Number	Telephone No.	Coordinator (Designee) Signature	Date
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*****DO NOT WRITE BELOW THIS LINE *****

SECTION II (FOR COMMITTEE USE ONLY)

SIGNATURES BELOW ARE REQUIRED BEFORE THIS EVENT IS CONSIDERED APPROVED

1. _____ Not Required: _____ Approved: _____ Denied: _____
Risk Manager (Designee)/Insurance/Waiver Requirements (Proof of Insurance required prior to Approval)

2. _____ Not Required: _____ Approved: _____ Denied: _____
FAMU Police Chief (Designee) Allow for 24 Hours Hold Enforcement Officers: _____ Security Officers: _____
Required Number of Law Enforcement/Security Officers: _____
(Name of Other Law Enforcement Agencies If Required): _____

3. _____ Not Required: _____ Required: _____ Denied: _____
Physical Plant Director (Designee)

4. _____ Approved: _____ Denied: _____ Date: _____
Student Union/OSA Director (Designee)

5. _____ Approved: _____ Denied: _____ Date: _____
General Counsel (Designee) (Contract Receipt REQUIRED 24 Work Days Prior to Event)

6. _____ Approved: _____ Denied: _____ Date: _____
Vice President or Dean of Student Affairs (Designee)

COMMENT(S)/Signatory Number: _____