This document outlines the booking procedures for Lee Hall Auditorium. It constitutes the agreement between all users and the auditorium management. **Failure to comply with these procedures is considered justification for refusing further use of the facility.** Each page 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 competed 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 processed through and signed by the **Director of Student Activities**, (850) 599-3400.

C. Requests from outside the University may need approval from the **Vice President of University Relations**, (850) 599-3491. 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.

II. Costs
A. The University charges all users fees for the use of the Auditorium. The facility manager uses information to generate an estimate. This information is generally gleaned 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 events result in an invoice submitted to the Division of Administrative Services. 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 unofficial University events. The amount of the deposit is equal to the amount of the estimate. An initial non-refundable “Good Faith” deposit of $100.00 is required upon booking for all unofficial University events. All payments must be made by money order or cashier’s check. No cash, business, 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 three weeks of the original dates, the user may be obligated to pay the full labor charges of any applicable estimate.

III. Booking Information
A. No bookings will be accepted without a completed Event Summary Form signed by the appropriate dean or vice president. 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. Bookings are made on a “first come, first served” basis only.

B. No “tentative” bookings are accepted. Bookings are not “penciled in.” No bookings can be confirmed without a completed Office of Student Union Activities Facility Request Form and “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.
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. Events without deposit paid in full within 5 working days of the event date are subject to cancellation without notice.

3. Events without proof of completed security and insurance requirements 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. 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 can be opened or any audience members can be admitted to the building. Arrangements for security must be made through Investigator Audrey Alexander of 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. All but official University 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 Student Activities Ticket Office on The Set.
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
Events scheduled in the auditorium are limited to those with 200 participants or more. Organizers of smaller events must secure other venues. Auditorium capacity is 1190 seats. Organizers must limit attendance to this number without exception.

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 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 will comply with these rules and regulations.

__________________________________________
Signature

__________________________________________
Date signed

__________________________________________
Printed Name and Title
LEE HALL AUDITORIUM
EVENT SUMMARY FORM
INSTRUCTIONS

The purpose of this form is to provide us with an accurate 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 Items:

Contact Person: who in your organization can we call for an 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. 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 Col. Ronald Joe, Vice President Dorothy Williams, or the Dean or Vice President of your division in the University.

PRODUCTION NEEDS:

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. If music groups or choruses are coming, please state the number of groups and the number of people in each group.

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: the exact number of groups and the exact number of members expected.

Participants: If your event is a symposium, how many panel members will be participating?

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. Box office clerks, stage moms, production assistants should all be enumerated.

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 cassette deck, should be mentioned here.

Facility Needs: stage dressing, chairs and tables, use of foyer, chorus risers, orchestra shell, the need to fly banners, etc. Lee Hall Auditorium does not have slide projectors, overhead projectors, video projectors, etc. You must secure the use of these through other means. However, we need to know if you plan to use any audio-visual equipment and where the equipment will be placed.

A copy of the Event Summary Form is attached for your convenience.
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.

USER INFORMATION

Contact Person: __________________________ Telephone Numbers: __________________________ (w)
Organization: ____________________________ FAX: __________________________ (h)
Address: ________________________________ e-mail ________________________________
________________________________________ Account Number: ________________________

Event Name/Purpose __________________________

Event Date: ____________________________ Event Time: ____________________________
(Note: Only One Date Per Event Summary Form)

Estimated Length of Event: __________________________ User Arrival Time: __________________________

Contact Person’s Signature: __________________________ Date Received: __________________________
Approved By: __________________________ Received By: __________________________
Gateway Client Approval Only

☐ 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 --

(Number of groups/number of people in each group)

Lighting Needs:
_________________________________________________________________________
_________________________________________________________________________

Audio Needs:
_________________________________________________________________________
_________________________________________________________________________

Facility Needs (dressing rooms, drops, screens, furniture, etc.):
_________________________________________________________________________
_________________________________________________________________________

OFFICE USE ONLY

Crew Time In:
Crew Time Out:
Notes: