

LAIDLAW PERFORMING ARTS CENTER – POLICIES AND RULES FOR USE BY USA FACULTY/STAFF

USA's Music Department is pleased to share LPAC facilities with the university community when possible. All faculty/staff may apply to use LPAC for university-sponsored events that are part of the university mission as a whole. Keep in mind that LPAC is primarily an arts facility used for arts education and performance events. Users are asked to treat it as such, leaving everything in good condition when finished. USA events *may* be subject to fees for weekend housekeeping, use of rooms and equipment use (see ***Events Scheduling and Procedures for Charges and Billing*** for charges and insurance policies). USA user events *could* be declared a "non-USA event," therefore subject to "public use" billing and policies. Approval of events is subject to the ***USA Camps, Conferences and Special Events Policy*** AND subject to USA and Music Department approval. (We are unable to host dance recitals.)

General information about use of any room in LPAC

- 1) Any event in LPAC must have present at all times a USA faculty/staff "in charge" and responsible for all event participants and use of the facility. This person[s] is the approved applicant and applicant's department and *cannot* be a student or a minor.
- 2) The only materials available for use in any area of the LPAC are a limited amount of chairs, tables, desks and a single lectern with an attached microphone. There is no other available sound system. Application must be made to use available items. (Table coverings for LPAC tables are required and cannot be provided by the Music Department.)
- 3) In general, any presentation materials needed for your event, such as screens, projectors, computers and other audio-visual equipment, must be provided by you and your organization. No other sound systems, media or internet connections are available. Laidlaw generally has available an open network for internet use, but network availability and quality is never guaranteed.
- 4) Though the music department staff will do everything possible to help in the preparation of the LPAC room(s) to be used, the setup in any room ultimately is the responsibility of the using party. Please remember that nothing can be attached *in any manner* to floors, walls, ceilings, fixtures or furniture without permission.
- 5) When your event is finished, it is understood that plans have been made to immediately restore the facility to its "pre-event" state (other arrangements must be made with music department staff); in other words, **all** materials brought into the facility related to the event will be removed at the conclusion of the event, and all spaces used will be restored to their "pre-event" state.
- 6) Except in designated areas, please remember that **NO FOOD OR DRINK** is allowed at any time in LPAC rooms. Special permission must be granted for food/drink to be served at receptions in the Lobby and/or the Green Room (**no red or orange punch**).
- 7) CATERING – When using professional catering, users **MUST** utilize USA Dining Services. Catering waivers may only be obtained from the USA Catering Coordinator (251-460-7948). Persons not following this procedure may be excluded from future use of LPAC facilities. Alcohol waivers must be granted by the University if alcohol is to be served at any event in Laidlaw.

LPAC Recital Hall

- 1) Special lighting for the stage is limited. If performance lighting is approved for use on stage, it is not directionally adjustable. Permission must be granted to use performance lights and the lighting control board.
- 2) Curtains in the Recital Hall controlling acoustics may be adjusted only with permission.
- 3) There are no network outlets for internet usage available in the LPAC Recital Hall.
- 4) It may be necessary for the Music Department to keep a piano(s) on stage for any event due to piano tuning or other needs. If this is the case, please remember that no items may be placed on the piano(s) since it is a musical instrument and not furniture.
- 5) Use of Recital Hall pianos comes by permission only and requires an overall fee for use.
- 6) Because of the nature of the stage floor and walls as important acoustical components of the Recital Hall, **nothing** may be attached to the stage floor or walls (except by permission with the use of special "gaffer" tape on the floor). Additionally, some activities (including, but not limited to, dancing) on stage may be prohibited because of the possibility of damage to portions of the Recital Hall.
- 7) NO FOOD OR DRINK is ever allowed at any time in the Recital Hall, including water. AUDIENCE LIMIT IS 240 PEOPLE.

LPAC Green Room

- 1) Receptions approved for the Green Room must be smaller than 50 people. (Larger receptions *may* be held in the Laidlaw Lobby).
- 2) Use of the Green Room kitchen is by permission only and everything in it must be cleaned after use.
- 3) The Green Room may be used as a performer or participant preparation area for any event by permission.

LPAC Lobby

- 1) Any use of the Recital Hall by definition assumes the use of the entry Lobby by the public for entering and exiting the building.
- 2) Any materials placed in the Lobby, including but not limited to items such as displays, exhibits, signs, easels, chairs or tables, are subject to approval. Application for such use of the Lobby must be made when requesting use of LPAC facilities.

LPAC Classrooms (rooms 1102, 1106 and 1127) and Rehearsal Hall (room 1230)

- 1) All classrooms come with various types and amounts of desks and chairs. Use of such rooms assumes use of all desks and chairs present unless other arrangements have been made with the Music Department staff for use of additional or different furniture.
- 2) Use of classroom computers, sound equipment and other peripheral equipment is by permission only. Any intent to use such items must be made on the written application and approved.
- 3) The LPAC Rehearsal Hall is a special classroom for department rehearsals. No items may be used in this room without permission, including stands, chairs and any other equipment/instruments. Any instruments or other equipment items that happen to be present in the Rehearsal Hall are NOT to be touched, used or moved without specific permission.

(February, 2020)