**Facility Use Guide**

**Introduction**

The purpose of this guide is to expose campus organizations to the procedures and basic costs of sponsoring an event in the Givens Performing Arts Center. Organizations must adhere to the procedures contained herein.

General Information

1. University Organizations must have a representative and faculty/staff sponsor on site at all times during the rental period.

2. The applicant will be responsible for paying all labor charges, equipment usage and rental fees.

3. The GPAC technical staff must be contacted by email 2 weeks prior to the scheduled event. Equipment requests made within 2 weeks of the event date may be declined.

4. No collections, donations, love offerings or solicitations of money or goods of any kind, whether for charity or otherwise, shall be made or attempted on the premises

5. The applicant is responsible for all damage caused by any individual(s), corporation, partnership or other legal entity associated with the event.

6. If a threatening or dangerous environment is created or found to be present during an event, the GPAC Staff and Security have the right and obligation to end any performance or rehearsal, and the Lessee will be required to vacate the facility. Lessee will still be responsible for all charges and rental fees, based on the EMS Confirmation Form.

7. All events scheduled in the Givens Performing Arts Center shall utilize the services of a GPAC trained staff. After examining the requirements of the event, the GPAC Technical Director will determine the number of in-house staff required. Only GPAC Staff may operate the line sets, projection, lighting, or sound equipment.

8. A one (1) hour lunch break between 11:00 am – 2:00 pm and a one (1) hour dinner break between 5:00pm – 7:00pm must occur. A fifteen (15) minute break is required after each 4 hour block of rehearsal and /or event.

9. Nothing may be taped, nailed, stapled, tacked or otherwise affixed to ceilings, walls, painted surfaces, fire sprinklers, columns, doors or windows. You may not pin or tape anything to the velour drapes. Damages resulting from the improper use of these materials will be charged to the Lessee.

10. Exits, entrances, air supply vents, ramps, sidewalks, hallways, stairways, and aisle ways must be kept clear at all times. Exit signs must be kept visible at all times. Fire extinguishers, pull alarms, and fire hose cabinets must be kept clear at all times.

11. The handicap seating area is strictly for wheelchairs and attendants. No video, sound or other types of equipment may be placed in this area. **NO EXCEPTIONS**.

12. The road at the rear of GPAC is a fire lane and the loading dock is for loading and unloading only. Parking is not allowed. Violators may be towed at owner’s expense.

13. There will be no food or drink allowed on or back stage except as necessary for actual performance.

14. There will be no live flame or pyrotechnics on stage.

15. Any items or units to be hung above the stage must be approved by the Technical Director. An additional fee will be accessed per line set and scope of the scenic element hung.

16. Audio for all events are monitored using a Db meter. The maximum sustained Db levels are determined by the Occupational Safety and Health Administration. Individual performers or groups will be removed from the facility for repeatedly exceeding Db levels. Removal can occur at any time and may require the ending of the performance currently in progress. The Lessee is still responsible for full payment as specified by the EMS Confirmation Form. .

17. The GPAC does not provide scenery, furniture, props, costumes, or make-up.

18. The Givens Performing Arts Center and UNC Pembroke will not accept any responsibility for any theft or damage to equipment, costuming, vehicles, etc. belonging to the Lessee while on site.

**19. These policies, procedures, and guidelines are subject to change. For additional information, please refer to the Facility Rental Guide Online.**

**Labor and Technical Cost**

GPAC will be reimbursed immediately after the performance according to the following schedule of fees.

**Addition to the base fees listed below may apply.**

**Conference\*: $224 for up to four (4) hours.**

**Per Rehearsal or Performance\*: $455 for up to four (4) hours each.**

**If your event is longer than four (4) hours, an additional cost will be assessed.**

\* A Conference consist of a podium and speaker or speakers (no performers). An example of a Performance is a Pageant or Fashion Show.

An additional fee will be assessed if Group arrives and begins setup before Start Time or has not vacated the facility by the Departure Time. No one is to enter the building until a representative or a member of the GPAC Staff is present. Setup may not commence until GPAC Technical Staff and Crew are present.

**Glitter and Confetti**

**Glitter and confetti are NOT ALLOWED inside the Givens Performing Arts Center. This is to include scenery, costuming, formal wear, etc. If glitter or confetti, in any amount, is brought into the facility, an extensive cleaning fee of $150 will automatically apply, no exceptions. Please relay this to all performers and staff involved with the event.**

**Security**

All users of the Givens Performing Arts Center are expected to assume the cost of necessary UNCP security services. GPAC will determine the security requirements of the event. It is the applicant’s responsibility to coordinate with the UNCP Police and Public Safety Department and arrange appropriate security. Charges for security are $20 per hour, per police officer, excluding holidays in which premium pay for police officers will be charged. All events must be staffed with appropriate security. Payment for security must be paid to the officers directly, following the event. The UNCP Campus and Public Safety Office can be reached at 910-521-6235.

Calls and Scheduled Times

* The building will be opened 5 minutes prior to the scheduled arrival time as per the EMS Confirmation Form.
* Rehearsals should begin promptly as scheduled and may last a maximum of 4 hours.

* The building will be opened **1** hour prior to scheduled performance time.
* The auditorium will be opened to the public **30 minutes** prior to the start of the event.
* Under no circumstances will the performance begin or the intermission end without the express verbal permission of the House Manager.
* Performances should begin promptly as scheduled. More than a ten minute hold for a performance is unprofessional and inconsiderate of your audience.
* Intermissions should not exceed 15 minutes. Ten minutes is preferred for audiences of less than 800 persons.
* Performance time should not extend past **11 p.m.**
* All Performances and Rehearsals must end 30 minutes before Departure Time. This is the minimum amount of time needed to store equipment and secure the facility.
* Performances or Rehearsals may need to end earlier if more time is required to remove a Group’s equipment and/or scenery by Departure Time.
* Strike will occur immediately after the performance. Any equipment, props, scenery, or costumes not removed from the theatre by the Departure Time will be assessed a storage fee. Regardless of amount of material, a storage fee of $240 per 24 hour period will be charged for any items not removed following the scheduled event.