User Group Rules Concerning Use of Fine Arts Hall Auditorium

Event Name_________________________________ Event Date _______________________

- User Group must supervise entrances to the auditorium throughout the duration of the event. Otherwise the University provides, at cost to User Group, staffing to supervise entrances throughout the duration of the event.

- User Group must leave Department of Art, Music and Theatre equipment and display materials untouched/unmoved: in lobby, in auditorium back stage, loading area, dressing rooms, and in other spaces within the building.

- User Group understands that only authorized Armstrong facilities personnel or their proxy may move and adjust lighting, acoustical panels, and/or rigging/curtains.

- The addition or deletion of any facility signage (i.e. corporate sponsor banners) is prohibited without the express written agreement of the University.

- **No food or drink is allowed in the Fine Arts Hall Auditorium or Lobby Area at any time.**

- No receptions may be held in the lobby unless a special request has been approved by the University.

- Alcohol of any kind is not permitted to be sold, served or consumed at the facility or on the University’s campus. No exceptions will be made.

- User Group and User Group’s guests cannot obstruct the following areas: handicap entrance button and door, the Box Office window, and all doors, entrances and exits.

- Items **may not be taped, pinned, nailed, bolted, or otherwise affixed** on floor, walls or other fixtures. Failure to comply will result in $150 service charge.

- Special effects such as glitter, confetti, powder, and other similar items, as well as smoke and fog machines/generators are strictly prohibited.

- Fireworks and open flames are strictly prohibited inside the building.

- User Group agrees to respect the Department of Art, Music and Theatre Box Office operations, fine arts classes, rehearsals and other educational activities and will minimize any disruption or disturbance of such activities. User Group’s failure to minimize disruptions to other University activities may result in the offending party’s removal from the University campus.

- The University does not provide use of music equipment, i.e., pianos, choral risers, music stands, or percussion equipment. The Ticket Booth is not provided for off campus users.

- **Marlee is required to be provided by the user for any dance performances, no exceptions.**

- For ticketed events the user group must provide the public with the time and location that the tickets can be purchased.

Please indicate your acceptance of this agreement by signing below and returning one copy of this form to us. By agreeing to the facility user policy/contract, the user releases the University of any and all Liability from injury or harm that may result to persons attending the event.

Printed Name of User and Title ___________________________ Signature of User ___________________________