

### ***How do I reserve space in the Alumni Memorial Building?***

Reservations for Alumni Memorial Building rooms 27, 32, 210, and the Cox Auditorium must be scheduled through the Auditorium Manager (974-2200).

### ***What is the order of priority for groups making reservations?***

Space in Alumni Memorial Building is schedule in this priority order:

- Regularly-scheduled credit courses
- Mid-term examinations
- Final examinations
- School of Music classes, concerts, and recitals
- Academic functions of other university departments
- Functions of the Division of Student Activities
- Non-academic functions of other university departments
- Meetings or activities of recognized student organizations
- Use by non-university groups sponsored by a university entity (including conferences)
- For more information regarding the priority of reservations for campus academic facilities visit: <http://go.utk.edu/solicitationevent-requests/room-reservations-requests/>

### ***I'd like to reserve the Cox Auditorium. Can I schedule any event in this location?***

The Cox Auditorium seats 900 people. A minimum attendance of 500 persons must be expected in order to reserve this auditorium.

### ***What factors may effect the reservation of my event?***

The Alumni Memorial Building is primarily an academic building. Events during the regular academic semester cannot be scheduled until finalization of the Alumni MemorialBuilding's academic schedule. Additionally the Registrar's Office, UTPD, and Facilities Services may determine "blackout periods" during which the building may not be used (see contract for additional information)

Under no circumstances may the evaluation of the facility set-up, performance, or take down occur during regularly-scheduled classes, mid-term examinations, or final examinations.

If the facility is damaged or otherwise unavailable because of unforeseen causes beyond the control of The University, including but not limited to, such as acts of God, war, riots, strikes, fire, flood, epidemics, quarantines, lack of utilities, severe weather, or the like, The University has no liability to licensee and is hereby released from any and all damages. The University has no obligation to provide alternative facilities. In the event the facility is unavailable for circumstances beyond the control of The University, licensee's deposit will be returned, less any monies expended or contracted for but which The University can not cancel, on behalf of licensee's event.

***Do I have to sign a contract?***

Yes. All groups (other than regularly-scheduled classes) wishing to use Alumni Memorial must sign an agreement to do so, agreeing to abide by the policies relating to food, drink, and smoking; agreeing to any charges which are appropriate for the activity [See *Charge Policy*] and providing a University of Tennessee Account from which the charges will be deducted; and agreeing to assume financial responsibility for any damage to the facility as a result of use by the group. The Auditorium Manager is available to walk through the facility with a group representative prior to the event to ensure that no previous damage is assessed to the group using the facility.

***When will my event be officially scheduled?***

Events will be officially scheduled once the Auditorium Manager has received and approved a signed copy of the contract. The University reserves the right to void any contract not properly signed and return to The University within ten business or working days.

***Do I have to attend a pre-event meeting?***

Yes. All groups must meet with the Auditorium Manager before scheduling an event 974-2200. If the auditorium manager is unavailable please contact the Preventive Maintenance Shop at 974-5346

***Will I have to pay any fees or charges?***

It depends.

**Charge for services** required for an activity are levied against all groups, including on-campus groups, other than regularly scheduled classes, final examinations, and mid-term examinations. **Room rental fees** are levied for all outside groups sponsored by a

University entity.? The Division of Student Affairs, for example, would not pay a rental fee to host a performance sponsored by the All-campus Events Committee or Cultural Attractions Committee.? It would, however, pay rental fee if it is sponsoring an event of another university or entity.

**CHARGE FOR SERVICES (Only those services required will be billed to the group)**

Service	Pay Rate Per Day	Notes
Piano use	\$75.00	Applies only to use of a University piano. Groups that bring their own keyboards or pianos are not subject to this charge.
Piano tuning	\$100.00	If a University piano is to be used it will be tuned before the performance
Projector, screen, and electronic podium	\$75.00	Use of any combination of these will trigger this charge
Stage labor	Rates available upon request	The Auditorium Manager and the individual request making arrangements for the event will determine the amount of stage labor required.? In no case will "volunteer" labor be allowed for set-up or operation of equipment.? Professional stagehands brought with traveling shows are acceptable in lieu of the fee.
House Manager	\$20.00 per hour	This charge will apply when more than one of the auditoriums are in use at the same time, requiring personnel in addition to the Auditorium Manager. The Auditorium Manager and the individual making the arrangements for the event will determine the time required for load-in performance, and load-out. If two venues are in use at the same time, the charge will be first levied upon use of the large auditorium, next upon Alumni 210, and last upon Alumni 32. This charge does not apply to meeting scheduled in which no services are required.
Ushers	Rates available upon	At least four ushers are required for events with printed tickets.? The Cultural Attractions Committee may supply its

	request	own ushers, provided they report to the hall 45 minutes prior to the scheduled start of the performance.? No outside organization may furnish its own ushers.
Microphones and sound systems ?	\$100.00	?If the entity brings its own sound system and microphones, and the equipment meets safety standards for use, they may be used instead of incurring this fee.
Dressing Room	\$20.00 per hour	This applies only to groups using the dressing rooms or group warm-up rooms
Theater Lights	\$100.00 per rehearsal	This does not apply to room 27, which does not or performance have theatre lights.
Lamp Fee	\$30.00	
Cleaning Fee	\$100.00-\$500.00	This per-day fee will be established by the Auditorium Manager based on the level of cleaning?? that will be required.? In cases in which the routing cleaning by Facilities Services will be sufficient (such as for a meeting) no charge will be levied.

## RIDER

This rider is to the Alumni Memorial contract for room usage revised 10/16/2003.

### 1. Additional expenses (as needed)

- Maintenance, electrical, carpentry, plumbing, and HVAC personnel rates available upon request)
- All advertising costs
- Transportation charges
- All costs of stage hands, spot operators and any required Union workers
- Any and all Insurance costs
- Performers fees
- Any and all catering expenses
- Any and all Security costs
- Any and all Emergency personnel

- Any and all spotlight rentals
  - Forklift operator(s)
  - Fire Inspection
  - Any and all state and local amusement taxes
  - Any additional expenses required for the presentation of this engagement  
As agreed by lessee and University
  - Telephone expenses
  - Lessee shall be responsible for any costs incurred by Parking Services
2. Payment of fees and charges, minus any remaining deposit, is due 30 days after the end of the event. A deposit of 10% is required upon execution of contract
  3. Those signing the contract agree to pay for any and all damages to the building as a result of the scheduled event, including restoration of the facility after each use to the original conditions, normal wear and tear excepted.

## **ROOM RENTAL FEES**

Rental charges apply to

- Off-campus groups being sponsored by a campus entity, including Conferences.
- Performances, speakers, or activities of community or external groups or organizations (even if partially sponsored by a University Department or recognized student organization) whose audience is principally individuals external to The University (e.g., activities for conference participants scheduled by the Conference Department) or for which tickets are sold (e.g., a non-UT ballet company, orchestra or theatre group). Use of the facility for such purposes requires a contract in which the external group agrees to pay both rent and service fees and to indemnify The University for any liability arising out of use of the facility.
- Performances and other activities organized by entities external to The University (although they may be partially sponsored by a University entity) which have the general public as their targeted audience and which would be expected to carry insurance for their tour. Use of the facility for such activities requires a contract in which the external group agrees to pay both rent and service fees, to indemnify The University for any liability arising out of use of the

facility, and to add The University as an additional insurance at a level of insurance specified by The University.

Rental Charges:

***Auditorium:*** \$1,000 per day or any part of a day

***Alumni 210:?*** \$350.00 per day or any part of a day

***Alumni 32:?*** \$200.00 per day or any part of a day

***Alumni 27:?*** \$150.00 per day or any part of a day

***When do I need to provide a list of services required?***

At least seven (7) days before the first performance of the event, groups reserving space must provide a full and detailed outline of all services required. This outline must include a schedule of payments for services and information necessary for successful coordination of the event.

***Can we sell concessions?***

Yes. Please note that the University reserves the right to control the sale of all concessions, including food, beverage, parking, or any service connected with the AlumniMemorial Building.

No free samples may be distributed at Alumni Memorial Building without the approval, in writing, of The University.

Licensee may be permitted to sell novelties, programs, records, or tapes provided The University is given written notice at least five (5) days prior to the event.? Please include the name and telephone number of the Licensee's concession representative.

***Can we sell tickets from the box office?***

The box office is available for use but the University will at all times control the box office, ticket personnel, and ticket receipts for all commercial public events until settlement.

***When can we begin selling tickets to the public?***

Tickets may be sold and public announcements made concerning the event only after a valid contract has been entered into between the Licensee and the artist and a valid technical sheet specifying service requirements (see attached list of fees).

***Can we provide food and beverages?***

There is to be no food and drink in any of the auditoria or classrooms. Lobby refreshments during concerts or performances (if any) must be limited to soft drinks, coffee, tea, and water, and must be arranged for through ARAMARK, The University's Dining Services provider. There is to be no use of tobacco (smoking, chewing, and snuff) in the facility, including in the dressing rooms and warm-up rooms. Groups, including regularly-scheduled classes and examinations, which violate any of these provisions will be barred from future use of the facility and will be given a low scheduling priority for alternate space. If a contract with an outside group requires provision of certain foods within the facility for the performers, service must be limited to the group warm-up room and coordinated through ARAMARK. No alcoholic beverages are permitted or substances are permitted.

***How do we load-in and load-out of the facility?***

All loading into and out of the facility must be from the rear, through the freight elevator. No equipment of any kind is to be brought in from Middle Drive. Groups bringing in equipment trucks or buses can request parking areas blocked behind the building. Requests must be made in advance through the Auditorium Manager and may have an associated fee.

***Can we operate the room lighting ourselves?***

No. Only building maintenance personnel may operate lighting in the Alumni Memorial Building.

***We need to make a change to our light request. When is it too late to do so?***

Lighting requests cannot be changed in the 24 hour period before an event.