

Alma Thomas Fine Arts Center

Facility Usage Policy

Date Effective: July 1, 2009

To schedule activities in the Alma Thomas Fine Arts Center, complete an online *Calendar Event & Facility Use Request* form by going to (<http://splus.southwestern.edu/SP/xpress/XpressWho.asp>) After facility reservation is confirmed, a request can be submitted to add the event to the University Calendar for promotional purposes. Go to www.southwestern.edu/sucalendar/main.php?view=documentation to get details.

- Each event and rehearsal occurring in the Alma Thomas Theater and/or the Jesse H. and Mary Gibbs Jones Theater (hereafter referred to as “Jones Theater”) requires the completion of a **Technical Request Form**. (Forms are available in the Office of the Dean of the School of Fine Arts) 2 weeks prior to event or first rehearsal.
- Audiovisual Services must be contacted for use of the projection screens and projectors, and in all cases where audiovisual equipment is required.

Hours of Operation

Fine Arts Center

Sunday 1:00 p.m. – 11:45 p.m.

Monday – Friday 8:00 a.m. – 11:45 p.m.

Saturday 1:00 p.m. – 6:00 p.m.

In order for students to have access to the Fine Arts Center after hours, faculty/staff must provide SUPD a written list of names to supd@southwestern.edu. This notification must include the date, complete time and exact locations to be used. SUPD must receive this list at least 24 hours prior to the event. Students given after-hours access must present a copy of this email and a proper ID when given access to the building.

Gallery Hours

Daily 1:00 p.m. – 5:00 p.m.

Arrangements can be made to keep the gallery open to correspond with special events in the Alma Thomas Fine Arts Center.

Scheduling Priorities

Priorities for building use are as follows:

1. Highest priority is given to Southwestern instructional purposes, especially the academic programs and performances of the Sarofim School of Fine Arts and other University academic programs and major lecture series.
2. Next priority will be given to events sponsored by recognized groups and organizations of Southwestern University.
3. The Office of Provost, Dean of the Sarofim School of Fine Arts, University Events, and University Relations will work out specific dates that may be required for higher priority purposes, ie. Brown Symposium, lecture series, retirement functions.

4. Rental fees apply to groups unrelated to Southwestern University who wish to sponsor an event in the Fine Arts Center. Such requests are considered on an extremely exceptional basis and should be submitted to the Office of the Dean of Fine Arts. Typically, space limitations and heavy university programming preclude the practicality of accepting external renters entirely.

The University reserves the right to make judgments concerning facility usage and cancel events that are deemed dangerous and/or are not in compliance with regulations.

Regulations for Use

1. All events, regardless of the sponsors, must be of high quality and significance as judged by the Dean of the Sarofim School of Fine Arts. An especially important consideration is the physical strain an event may place on the facilities and staffing.
2. All organizations using the Alma Thomas Fine Arts Center will be required to accept in writing responsibility for any damages to the Alma Thomas Fine Arts Center and/or its equipment.
3. The Director of Technical Operations, or designate, must be present at all events in the Alma Thomas Fine Arts Center.
4. No food or drink is allowed in the theater performance space or rehearsal halls, except in the Caldwell-Carvey Foyer. (see restrictions below)
5. Smoking, the use of other tobacco products or the consumption, possession, or distribution of any controlled substance (other than alcohol) is prohibited in all areas of the Alma Thomas Fine Arts Center.
6. Consumption, possession, or distribution of alcoholic beverages in the Alma Thomas Fine Arts Center requires written permission from the Vice President of Institutional Advancement, President, or Dean of the Sarofim School of Fine Arts.
7. University regulations prohibit the use of candles or halogen lamps. Lighters, torches and matches are also prohibited in the Fine Arts Center.
8. At any time Southwestern University may modify this policy or any regulations or restrictions relevant thereto, without advance notice.

Additional Regulations for Use of Specific Areas of the Alma Thomas Fine Arts Center:

Alma Thomas Theater

- The Theater is used for theatrical and musical events, classes, lectures, concerts, recitals, and rehearsals, during the academic year and in the summer for Summer Conferences and annual maintenance. University events that may occur during production times will require careful coordination in order to assure that production needs are met, while allowing access to support University programs.
- Audiovisual Services must be contacted for use of the projection screen and projectors, and in all cases where audiovisual equipment is required.
- A technical request form is required for all events 2 weeks prior to event. Forms are available from Dean of Fine Arts' Office or online at ssfa.southwestern.edu, in order to secure stage curtains, pianos, lighting and audio equipment needed for performances and rehearsals.

Jesse H. and Mary Gibbs Jones Theater

- The Theater is used for theater productions during the academic year and in the summer for Summer Conferences when needed. University events that may occur during theater production times will require careful coordination in order to assure that theater production needs are met, while allowing access to support other University programs.
- A technical request form is required for all events 2 weeks prior to event. Forms are available from Dean of Fine Arts' Office or online at ssfa.southwestern.edu, in order to secure stage curtains, pianos, lighting and audio equipment needed for performances and rehearsals.
- Because of its proximity to the Jones Theater, the Caldwell-Carvey Foyer may not be used concurrently with performance events or technical rehearsals in the Jones Theater.
- Audiovisual Services must be contacted for use of audiovisual (projectors and screens) and videotaping equipment.

Caldwell-Carvey Foyer

- Food served in the Caldwell-Carvey Foyer must be catered by the Southwestern University food service. (see restrictions below)
- All chairs and other equipment used in this space must be returned to their storage locations.
- Wall hangings or other decorations are not allowed in the Caldwell-Carvey Foyer.
- Special care must be given to the Foyer's intricately designed parquet floor.
- Because of its proximity to the Jones Theater, the Caldwell-Carvey Foyer may not be used concurrently with performance events or technical rehearsals in the Jones Theater.

Alma Thomas Fine Arts Gallery

The Fine Arts Gallery is first and foremost a teaching gallery that functions to support the educational program of the Department of Art.

- All activities in this space should be arranged with the Dean of Fine Arts' Office through ext. 1379 and must be approved by the Department of Art.
- Artworks on display are protected by copyright laws and cannot be reproduced without permission. Therefore, no photographs, film or videotape can be made without the consent of the exhibiting artist.
- In order to insure the safety and integrity of exhibits, contact with display cases, pedestals, gallery walls, and the exhibit is not allowed. Leaning on or using display cases to support writing or drawing material will cause damage. The artwork is not to be touched.
- Prohibited in the Fine Arts Gallery: smoking, visitors not wearing shoes or shirts, large packages, backpacks, umbrellas, or similar items, and running, jumping or shoving.
- Furniture should not be placed in the gallery without the prior consent of the Dean of Fine Arts.

- Receptions, which include the serving of food and drink, will be held in the Wood-Avant Foyer and must be catered by the Southwestern University food service. Food and drink are allowed in the Gallery only with special permission from the Dean of Fine Arts. (see restrictions below)
- Parents are asked to be responsible for the behavior of their children and to be considerate of the other visitors in the gallery.

J.E. and L.E. Mabee Hall of Honor

- Wall hangings of any kind are prohibited.

Alma Thomas Choral Room

- Audiovisual Services must be contacted for use of audiovisual equipment.

Heather McGaughey Rehearsal Hall (Heather Hall)

- Because the lighting system is shared with the Caldwell-Carvey Foyer, events may not be scheduled in Heather Hall at the same time an event is scheduled in Caldwell-Carvey Foyer.
- Reservations must be approved by the Theatre Department.

Public Display of Art Work and Exhibits

- The content and quality of artwork will be determined by representatives from the Sarofim School of Fine Arts and faculty from the Department of Art. Parties (both university-related and non-university related) contemplating the use of public space for these purposes should consult with the Office of the Dean of the Sarofim School of Fine Arts, and obtain a copy of written procedures outlining the appropriate and approved methods of hanging/displaying such items.
- Displays placed and/or hung in violation of these written procedures are subject to confiscation pending receipt of full restitution for damages incurred.

Food/Beverage Restrictions

All food and beverages must be

- in one of three spaces: Caldwell-Carvey Foyer, Walzel Lobby or Wood Avant Foyer.
- provided by Southwestern University food service provider (Sodexo). Under no circumstances can individuals provide food for public gatherings or events.

Indemnification/Insurance

External constituents wishing to rent space in the Alma Thomas Fine Arts Center must purchase a **Certificate of Insurance**. All aspects of this requirement are explained in the University's **Agreement for Use of Facilities**.

Southwestern University is not responsible for injuries sustained or property lost/damaged while persons participate in its facilities.

Exceptions to this policy must be approved by the Dean of the Sarofim School of Fine Arts.