

# Nancy R. and Norton T. Dodge Performing Arts Center Mission, Policies, Guidelines, and Rates Schedule

Table of Contents	Page Number
I. Purpose	2
II. Dodge PAC Mission Statement, Vision, Core Values, and Goals	2
III. Definition of Users	3
IV. Description of Venue Spaces	3
V. Scheduling Process	4
VI. Scheduling Priorities	4
VII. Event Specifics and Restrictions	5
VIII. Facilities Use Policies and Procedures	9
IX. Equipment Use and Restrictions	10
X. Description of Service and Fees	13
XI. Rental Rates/Costs	15
XII. Emergency Procedures	18

## I. Purpose

The purpose of this policy is to provide a clear explanation of the guidelines for reserving and using any space within the Nancy R. and Norton T. Dodge Performing Arts Center (Dodge PAC) at St. Mary's College of Maryland (the College).

Any questions regarding this Policy should be directed to the Executive Director of the Dodge PAC at [kdhinton@smcm.edu](mailto:kdhinton@smcm.edu) or 240-875-4745.

This Policy establishes guidelines for use of the Dodge PAC by campus-based users, student organizations, external users, and sponsored users in accord with the College's mission, goals, and policies.

While campus facilities are utilized primarily to fulfill the educational mission of the College, certain facilities are made available for use by faculty, staff, and students, as well as public and non-public groups, provided there is not a conflict with College-sponsored events. A significant part of the College's mission rests upon a foundation of partnerships with the community. This policy is designed to include those constituents.

## II. Dodge PAC Mission Statement, Vision, Core Values, and Goals

### Mission Statement

The mission of the Nancy R. and Norton T. Dodge Performing Arts Center (Dodge PAC) is to provide a comprehensive, experiential, and fulfilling encounter with the arts for both the audience and the performer. The Dodge PAC is an inclusive platform for the open exchange of diverse ideas through the mediums of artistic expression and productive conversation.

### Vision

The Dodge PAC serves as the focal point for experiential arts education for both St. Mary's College of Maryland and the community. Everyone who visits the Dodge PAC, whether an audience member or an artist, will be encouraged to engage with issues, concepts, and philosophies through the open accessibility of art. The Dodge PAC will strive tirelessly to provide an enriching experience to all.

### Core Values

- Provide a superior artistic experience for all people.
- Present a wide variety of cultural genres.
- Access and affordability.
- Providing an excellent education in the arts and meaningful entertainment is fundamental.
- Civility and respect for self, others, and differing perspectives.
- Encouragement for the growth of the artist and the audience.

### Goals

- Attract artists who are at the apex of their craft and have an unyielding desire to communicate to an audience through their art.
- Attract audience members who are willing to explore new artistic perspectives in a world-class facility.

- Foster new ideas and concepts for production to improve the environment for both the artist and the audience.
- Make the Dodge PAC a place where everyone who enters feels valued and respected.

### III. Definition of Users

Campus-based User: Any College department, program, or unit. Campus-based users must provide a budget number to which any extraneous costs associated with the usage may be charged.

External User (Off-campus user): An individual, group of individuals, organization, association, or business not affiliated with the College.

Nonprofit Group: An entity that is certified and registered as non-profit or not-for-profit.

Student Performing Groups: Groups formed to support and complement the regular curriculum, i.e., Jazz Band, Choir, Orchestra, etc.

Student Related Groups: An active student organization recognized by the Office of Student Activities.

Affiliated User: An organization, group, or individual affiliated with the College by virtue of grants or mission consistent goals carried out by a faculty or staff member.

Fronting: Permitting a non-College individual or organization to use the Dodge PAC space/facilities and services under the guise that the activity is a College-sponsored program.

Service: Any College personnel support and/or expertise, technical equipment, supplies, or special services provided to individuals or organizations holding an event in the Dodge PAC.

### IV. Description of Venue Spaces

Dodge Performing Arts Center: Concert Hall, backstage, Recital Hall, upstairs and downstairs Lobby areas, and any other space considered appropriate for use by internal and external individuals and organizations.

Lobby: The spacious and elegant Lobby is available for weddings, anniversary dinners, fashion shows, receptions, etc. Depending on the event, the Lobby can accommodate up to 300 people.

Concert Hall: The 700-seat main performing space. This hall can be used for concerts and lectures.

Recital Hall: The 129-seat, 165-person capacity space. This space can be used for concerts, recitals, lectures, dinners, and receptions.

## V. Scheduling Process

All requests for spaces in the Dodge PAC must be submitted to the Director no later than 30 days prior to an event. Advance bookings for the following academic year will be accepted after April 1 for external users.

### External Users

Space(s) in the Dodge PAC will not be considered reserved until written confirmation is received from the Executive Director. A written contract outlining all details and applicable charges will be submitted to users for approval and signature once a confirmation has been issued. A signed contract must be on file in the office of the Executive Director before an event may occur.

### Internal users:

All event support, including furniture and room set-up, technology needs, catering, physical plant services, etc. must be entered into Mazevo. Contact the Assistant Manager in the Dodge PAC to ensure that this information is entered into Mazevo at least four weeks prior to the event. Contact Bon Appetit ([djsansotta@smcm.edu](mailto:djsansotta@smcm.edu) or x3963) for all catering needs at least two weeks prior to the event. User is responsible for coordination of all event support and catering.

### Times Events Permitted

All activities in the Dodge PAC must occur between the hours of 8:00 a.m. and 10:00 p.m., including the load-in and load-out of equipment. Additional charges will result unless special arrangements are made in advance.

### Weekends, After Hours and Holiday Functions

Events held on the weekend or after hours may be subject to additional charges. Events may not be held in the Dodge PAC during official College holidays. All events, unless otherwise arranged, must conclude by 10:00 p.m., including clean-up, to avoid additional charges.

## VI. Scheduling Priorities

1. Performing Arts Academic Program
2. Internal Academic and Student Related Groups
3. External Use

### Academic and Student Related Groups

During the first three weeks of each semester, academic and student related groups are given priority in reserving space for the upcoming semester.

Note: Requests from music department performing groups will take precedence over all other campus-related groups.

**NOTE TO STUDENT (SGA) GROUPS:** There will be two Friday-Sunday weekends during the academic year (one each semester) when SGA performance groups have exclusive access to the Dodge PAC performance venues for their events.

SGA performances must be entered into Mazevo at least 45 days prior to your event, or the event will not be hosted in the Dodge PAC.

It is important that St. Mary's College of Maryland events be planned well in advance, especially those that are large, as the Dodge PAC venues are marketed externally.

Conferences/Event Scheduling

No Dodge PAC facilities or services are committed to external users more than 12 months in advance, unless approved by the Executive Director or his/her designee.

All events that are not College sponsored, or are not official Department of Music events, will receive and sign a Facilities Use Agreement, which details the time, cost, and responsibilities of Dodge PAC facilities rental. The Facilities Use Agreement will be generated by the Executive Director of the Dodge PAC.

## VII. Event Specifics and Restrictions

The person who is responsible for an event and its evolution is the Event Producer. The Dodge PAC is the host. It is the responsibility of the Event Producer to ensure that the logistical plan for the event is adhered to. The Dodge PAC is responsible for the required supporting systems (technical, mechanical, facilities, etc.) to operate properly in accordance with the needs of the logistical plan for the event.

The Event Producer must enter all the logistical plan details into Mazevo. Assistance for this procedure may be sought from either the Events and Conferences office or the Assistant Manager of the Dodge PAC. They will help ensure that all the required information is completed.

The Event Producer of the event must be at the venue for the duration of the evolution of the event. The Event Producer will defer to the Dodge PAC supervisors regarding venue operations (unlocking doors, backstage areas, queuing, blinds, tech, etc.). If the event features a guest artist/lecturer/performer, it is the responsibility of the Event Producer to ensure their hospitality needs are met. If the event has a tech rider, it is the Dodge PAC's responsibility to ensure the tech needs are fulfilled, but the costs (if any) are the responsibility of the Event Producer.

It is the Event Producer's responsibility to ensure the event runs on time, the guest artist/lecturer/performer arrives on time to the event according to the logistics plan, and all areas utilized during the event are clear at the assigned ending time.

It is the responsibility of the Event Producer to have all necessary materials needed for any multimedia production for an event in performance-ready format to the Dodge PAC at least 3 days prior to the event. It is not the responsibility of the Dodge PAC to create, edit, or alter the media for events not directly produced by the Dodge PAC. If it is necessary for the Dodge PAC to create, edit, or alter media, then the Event Producer will be charged the costs associated with these alterations.

#### Supervision

All events must identify an individual who is responsible and always present during set-ups, rehearsals, performances, etc. Access to the theater will be denied unless this individual is present.

#### Liability

St. Mary's College of Maryland reserves the right to inspect and control all functions. Liability for damage to the premises will be charged accordingly. The College does not assume responsibility for personal property and equipment brought onto the premises, or for damage or loss of any articles or merchandise left on campus. All incidents of injury, equipment failure or damage, facility damage or crimes must be reported immediately. Dodge PAC Staff will take appropriate action. The Renter/Event Producer is responsible for informing all organization members of the requirement.

#### Decorations/Props

Decorations and props are not provided by the College. Existing props, decorations, and equipment are the exclusive property of the College and are not available for use. Any exceptions must be determined and approved by the Technical Director.

The entrances and exits to the Concert Hall are not designed for passage of set pieces, stage props, or concert equipment (chairs, music stands, instruments etc.). All set pieces, stage props, or concert equipment (chairs, music stands, instruments etc.) must be brought in through one of the stage doors.

#### Engineering, Electrical and Audiovisual

Special engineering or electrical requirements must be specified at least three weeks prior to an event. Otherwise, charges based on the labor involved and power needed may result. A wide selection of audiovisual equipment and services are available and may be coordinated through the Technical Director.

#### Smoking, Helium Balloons, Eating and Drinking, Fresh Flowers

- Smoking is not permitted in the Dodge Performing Arts Center. Smoking backstage, in the wings, or in the dressing rooms is always prohibited.
- Any use of fire, flame, and pyrotechnics is prohibited.
- Eating and drinking are not permitted at any time in the Concert Hall, nor in the seating area of the Recital Hall.
- Helium balloons are not permitted inside the Lobby, Concert Hall, or Recital Hall at any time.
- Fresh flowers are not permitted in the seating areas of the Concert Hall or Recital Hall at any time.

#### Glitter

- Glitter is not allowed in the building. It cannot be used on set pieces or props.
- Body glitter is not allowed unless it is in a make-up form.
- If glitter is used, a cleaning fee of \$750+\$75/hr cleaning time will be charged to the Renter/Event Producer.

#### Stage Floor

- Occupational safety, health and fire regulations must be always observed.
- The stage floor must be kept free of debris. Renters/Event Producers shall not apply any substances to the stage floor.
- Overtime charges plus expenses will be billed to the Renter for any additional maintenance required.

#### Nailing

- Screwing into the stage floor is not permitted.
- However, other special needs require the approval of the Dodge PAC Technical Director.

#### Spike Marks

- The Renter/Event Producer is responsible for removing all spike marks on the stage floor.
- Spike marks should be made with low-residue tape such as spike tape and removed by the Renter/Event Producer during strike.

#### Set Painting

- No set painting is allowed on stage. Drop cloths must be used for minor touch-ups.
- Absolutely no spray paint, or spray adhesives are allowed on stage.

#### Food and Drink

No food or drink is permitted at any time inside the Concert Hall. Food and drink are permitted in the Recital Hall only when the concert seating is stowed, and Lobby only during specific events and only when permission is given by the Executive Director or his/her designee. Requests for catering in the Recital Hall and in the Lobby areas must offer the on-campus caterer, Bon Appetit, right of first refusal.

#### Insurance and Indemnification

Guests shall indemnify and hold the College and its affiliates harmless from any and all claims, suits, losses, damages, and expenses on account of injury to any party in connection with the function or resulting from damage or destruction of any College property by guests/attendees of the event.

#### Damages

Damages to College property, equipment, or other items are the responsibility of the user. Replacement or repair costs will be assessed by College staff and are the responsibility of the user unless otherwise determined by the College. All incidents of injury, equipment failure or damage, facility damage or crimes must be reported immediately.

#### Security

St. Mary's College of Maryland provides security personnel for events held in the Dodge PAC.

#### House Manager

It is the policy of Dodge PAC to have a house manager on duty whenever the Concert Hall is occupied; this includes load-in, load-out, rehearsals, and performances.

#### Set-ups

Set-ups in the Lobby must be approved by the Executive Director and the Technical Director. If the set-up requires the movement of furniture, it will be the responsibility of the individual in charge of the event to ensure that the Lobby furniture is returned to its original location. Failure to do so will result in an additional charge to the organization sponsoring the event.

#### Start and End Times

- If a Building Use Contract is formalized between the Dodge PAC and a Renter/Event Producer, then the times indicated on the contract stipulate when set-up may begin (start time) and when anyone and anything associated with the event must be cleared from the contracted venues in the Dodge PAC.
- Likewise, if an event is entered into Mazevo, the times indicated in Mazevo stipulate when set-up may begin (start time) and when anyone and anything associated with the event must be cleared from the requested venues in the Dodge PAC.
- Renter/Event Producer will strike their production immediately following the final performance.
- The strike must include all sets, costumes and properties as well as removal of all materials from the house, lobby, and any auxiliary spaces used.
- The Dodge PAC will charge the Renter/Event Producer overtime costs incurred by its contractors if these time agreements are violated.

#### Housekeeping

- Renter/Event Producer must keep spaces clean and leave rooms in the condition they find them. All discarded items must be small enough to fit in the dumpster, located at the far corner of Parking Lot H. Items, which will not fit into the dumpster, will be removed.
- Removal costs will be billed to the Event Producer. The Fee is \$150.00+\$75/hr time per cleaning.

## VIII. Facilities Use Policies and Procedures

### Printed Materials

All references to the facility must read: Nancy R. and Norton T. Dodge Performing Arts Center. The Dodge PAC logo may only be used by St. Mary's College of Maryland official materials or with expressed permission by Institutional Advancement.

### Capacity

The Concert Hall seating capacity is 700, Recital Hall seating capacity is 129 (117 permanent seating) and an occupancy capacity of 165, the Lobby has a capacity of 300. In compliance with fire codes, all aisles must remain free of obstacles. Standing or sitting in the aisles is not permitted under any circumstances. It is the user's responsibility to notify guests who do not adhere to the policy. Anyone standing or sitting in the aisles will be asked to leave the theater by the house manager or an usher.

All events that require the purchase of a ticket will be assigned a specific seating arrangement, either General Admission or Reserved Seating, which will be determined by the Director or his/her designee. All events in the Dodge PAC that are ticketed must be ticketed through the Dodge PAC ticketing service.

### Ushers

- All performance events using the Concert Hall require at least 4 ushers and a Stage Manager to be on duty for the duration of the event.
- All performance events using the Recital Hall require at least 2 ushers and a Stage Manager to be on duty for the duration of the event.
- If the Renter/Event Producer cannot provide these persons, then they must be hired through the Dodge PAC. The Dodge PAC will require at least 30 days notice.

### Box Office

- Ticketing, if warranted, for all events held in the Dodge PAC is to be through the Dodge PAC's ticketing system, no exceptions.
- If ticketing is required, the fee for ticketing a free event is \$1.50/ticket.
- The fee for admission ticketing is \$3.00/ticket, or 20% of total ticket sales; whichever is lesser.

### Photography/Videography/Audio Recording

- Unless given specific permission by the performing artist to do so, audio recording, video recording, and flash photography are not permitted in the Concert Hall or the Recital Hall during performances.
- Digital and SLR cameras, audio recording devices, and video recording devices are not permitted in the Concert Hall or the Recital Hall during performances.
- In the event an audio recording is made of a performance, the availability of the recording will be at the artist's and the Executive Director of the Dodge PAC's discretion.
- Requests for audio recording must be made at least 30 days in advance of the recording and will incur the following charges:
  1. Recital Hall and Concert Hall in-house mic array \$35/hr.

2. Multitrack recording \$65/hr.

NOTE: The final amount billed will include the time required to record, mix, and master the recording.

- Use of a photographer/videographer for events in the Dodge PAC must be cleared by the Executive Director of the Dodge PAC.
- Photographer must remain clear of any and all audience sightlines during a performance.
- Photographer may not move in the venue during a performance, unless there is a break between movements of a musical piece, a pause between numbers or songs, or any other significant break in the action on the stage.
- If any distraction by the photographer during an event that is determined by the Dodge PAC staff to be detrimental to the performance or the enjoyment thereof, the photographer will be given a warning. If continued distraction persists, the photographer will not be permitted to continue.

## IX. Equipment Use and Restrictions

### Sound and Lighting

- Dodge PAC maintains a large inventory of professional audio/visual and theater support equipment. Only Dodge PAC appointed technicians will repair or replace Dodge PAC equipment. Only Dodge PAC staff technicians or their designees will operate or move Dodge PAC equipment. Renter/Event Producer are liable for equipment damage.
- Lighting instruments are hung in a general lighting plot. Renter will be billed a technical fee to change the standard lighting plot as well as for restoration of the standard lighting plot.
- Any additional sound equipment connected to Dodge PAC sound systems must be tested and approved by the Technical Director of the Dodge PAC.
- Any damage to Dodge PAC sound systems resulting from unauthorized equipment will be repaired or replaced at the expense of the Renter/Event Producer.

### Follow Spots

Users may operate follow spots only after they have been trained by the Technical Director.

### Green Room

A green room/dressing room is available for performers. Use of the green room, or any room, to be used as dressing/performer's rooms must be coordinated through the Director or his/her designee.

### Postings and Advertisements

Nothing may be pinned, stapled, sewn, taped or attached in any manner to curtains, soft goods, windows, walls, or doors in the Dodge PAC.

### Piano

- For events requiring a piano, the Executive Director of the Dodge PAC must grant prior approval with clearance from the Music Department.
- A piano technician may tune the piano prior to dress rehearsal at Renter's/Event Producer's expense. Nothing except sheet music is to be placed on the pianos.

#### Student Related Groups (SGA groups)

Dodge PAC facilities are intended to benefit and support student activities and interests, therefore approved student groups are given opportunity to schedule space when available. However, this does not exclude these groups from costs for support personnel, technical support, and running crew fees. These costs will be determined in cooperation with SGA and the Dodge PAC.

#### Student Performing Groups

(Including regularly scheduled academic classes, exams, special academic presentations). Activities that are in direct support of academic programs: St. Mary's Singers, Jazz Band, Orchestra, etc. However, this does not exclude the cost for extra support personnel, technical support, and running crew fees needed for their productions.

#### Faculty/Staff Conducting College Business

Campus facilities are intended to benefit and support College activities and interests, and to provide faculty and staff with no-cost meeting and event space. However, this does not exclude the cost for support personnel, technical support, and running crew fees. Events such as orientation and open house are exempt from set-up fees, but are responsible for fees incurred for a house manager, ushers, and running crew, if needed.

The Executive Director of the Dodge PAC reserves the right to closely monitor the time allocated for all scheduled no-cost events to ensure maximized usage of the facilities.

#### Affiliated Groups

Defined as College co-sponsored and/or adjunct organizations for which facilities fees are waived. The cost for support personnel, technical support, and running crew fees are not excluded.

Note: Cost recovery rates will be charged for all events that require a registration fee. Charging for an event when receiving a waiver for rental fees is unethical and could result in future disqualification from using the facilities.

There are two basic user types included in this group:

- Co-sponsored events – Activities or programs that are provided through the College but involve non-College clients.
- Adjunct organizations- Programs that are sponsored by a College-sanctioned group and are directly related to the mission of the College.

In special circumstances, courtesy adjunct organization status will be extended to individuals and organizations with which the College has significant educational and strategic relationships. The president, or a designee, may grant this status. Affiliate groups who require a fee for entry into an event will be charged cost recovery rates, which are based on direct hourly costs for the respective auxiliary department, services, and facilities provided. Direct costs include the labor for set-ups and breakdowns, housekeeping, utilities, etc.

#### External Groups and Organizations

All off-campus individuals, groups, or organizations, including for-profit and not-for-profit, using Dodge PAC facilities and/or services will be charged the current market rates. Faculty, staff, and students using the Dodge PAC to conduct outside activities, or as a representative of a non-College organization not associated with their role as an agent of the College, will be charged a campus rate below the not-for-profit rate.

A not-for-profit organization must be a corporation, trust, or unincorporated association that meets the following requirements:

- Organized and operated exclusively for a charitable purpose.
- Net earnings may not inure to the benefit of any private individual or shareholder.
- No substantial part of its activity may attempt to influence legislation.
- No action of the group may intervene in political campaigns.
- No part of the purposes or activities may be illegal or violate fundamental public policy.

Exceptions to rate charges require the approval of the Executive Director of the Dodge PAC.

## X. Description of Service and Fees

### For-Profit Rates

Rental of the Dodge PAC is for an eight-hour period. Special rates apply for non-profit organizations. Rentals exceeding an eight-hour period will be billed for each additional hour. Rental periods begin with load-in and end with load-out. Rental fee is based on the entire time the facility is reserved for an event, not the amount of time the facility is occupied. Additional rental time may be billed as deemed necessary.

### Hourly Rental

Day: Two-hour minimum.

Night: Three-hour minimum.

### Non-Profit Rates

Rentals that exceed an eight-hour period will be billed an hourly rate for each additional hour. Rental is determined by the total time the facility is reserved for the event, not the amount of time the facility is occupied. Additional rental time may be billed as deemed necessary.

Rental Fees include the following basic services and equipment:

- Use of dressing rooms, cleaning before and after, electricity, A/C and heating (as available), restrooms, a podium, parking as available, and a stage.
- Rental does not include extra technical support (projection, sound, lighting, etc.)

Additional needs may be provided at an additional cost according to the current fee schedule.

Facilities and service fee rates are reviewed and set annually. The current fee schedule is available through the Director of the Dodge PAC.

### Fee Payment

A 50% deposit of the rental fee is required for all events. Advance deposits are refundable up to 10 working days prior to an event. After 10 days, all deposits are non-refundable unless the event is rescheduled within a three-month period. Rescheduling is based on availability. Deposits will be applied toward the total event cost only if contractual agreement in this and other documents is met.

### Billing

The balance of payment for events is due on the day the event occurs. Only certified funds or check will be accepted as payment, unless otherwise arranged with the Director the Dodge PAC. Additional charges, if necessary, will be billed following the event as determined by St. Mary's College of Maryland.

### Fee Waivers

St. Mary's College of Maryland reserves the right to reduce or waive facility and property fees when a compelling public need or interest is served. For example, use as an emergency shelter for hurricane evacuation or other disasters.

All requests for fee waivers must be submitted in writing to the Director of the Dodge PAC and will be reviewed by the Vice President for Institutional Advancement for denial or approval.

#### Cancellation Policy

Notification of cancellation must be made five (5) working days prior to the event. The user will be responsible for any costs incurred for the event if cancellation is made without five working days' notice.

In rare situations, due to factors beyond the College's control, such as weather conditions, physical damage, or mechanical breakdown of support systems, etc., the College may cancel a previously scheduled external event without penalty. In the event of a weather emergency in which the College is closed, external events and facilities reservations may be cancelled.

If an event is cancelled, the Director of the Dodge PAC will notify the primary contact listed on the reservation form to discuss the cancellation and re-scheduling opportunities.

#### Changes to Policy and Failure to Comply

All policies and guidelines presented in this document are subject to review and change without notice. Facility and service fees will be reviewed annually to assess and establish fair and reasonable costs and charges. Failure to comply with the policies and guidelines may result in the assessment of charges to recover the costs of services scheduled and/or performed, the suspension or revocation of scheduling privileges, and/or the closing of an event requiring restitution for expenses or damages.

## XI. Rental Rates/Costs

### St. Mary's College of Maryland Dodge Performing Arts Center Rental Rates

#### Concert Hall Rental Rates

Performances/Conferences	Rehearsal/Recording
Full Day (8 Hours)	Full Day (8 Hours)
Commercial \$ 3,000	Commercial \$ 1,200
Non-Profit \$ 1,500	Non-Profit \$ 800
Campus \$ 1,000	Campus \$ 500
Half Day (5 hours)	Half Day (5 hours)
Commercial \$ 2,000	Commercial \$ 700
Non-Profit \$ 1,000	Non-Profit \$ 350
Campus \$ 750	Campus \$ 250
Additional Hours	Additional Hours
Commercial \$ 500	Commercial \$ 200
Non-Profit \$ 300	Non-Profit \$ 150
Campus \$ 200	Campus \$ 75

Performances/conferences include concert grand piano (tuning additional), music stands, chairs, technical director, house manager, dressing rooms, and green room. Performances also include dress rehearsal (must be within the overall time allotted [five or eight hours total]).

Rehearsals/Recordings include music stands, chairs.

\*\*Ticketing for all events must be done through the Dodge PAC. The Dodge PAC will collect 20% of the total revenue of a ticketed event.\*\*

#### Recital Hall Rental Rates

Performances/Conferences	Rehearsal/Recording
Full Day (8 Hours)	Full Day (8 Hours)
Commercial \$ 1,200	Commercial \$ 700
Non-Profit \$ 800	Non-Profit \$ 400
Campus \$ 500	Campus \$ 300
Half Day (5 hours)	Half Day (5 hours)
Commercial \$ 700	Commercial \$ 500
Non-Profit \$ 350	Non-Profit \$ 300
Campus \$ 250	Campus \$ 200
Additional Hours	Additional Hours
Commercial \$ 200	Commercial \$ 100
Non-Profit \$ 150	Non-Profit \$ 75
Campus \$ 75	Campus \$ 50

Dodge PAC Lobby (Receptions, Weddings, Private Parties, etc.)

Half-Day (5 hours)		Additional Hours	
Commercial	\$ 1,500	Commercial	\$ 200
Non-Profit	\$ 750	Non-Profit	\$ 100
Campus	\$ 500	Campus	\$ 50

Price is for the space only. Chairs, tables, and linens will incur an additional cost, depending on the requirements. Catering must be coordinated with Bon Appetit, the College's food service provider.

Classroom Rental (Rooms 125, 221, 223)

One room per hour rate  
\$50/hr.

Dodge PAC Lobby Stage Rental

Stage is only to be located at the east side of the Lobby (Box Office end).

Stage Only-2 hours	\$ 150 (12x8 stage)	\$250 (12x12 stage)
w/Audio (mics/board)	\$ 300 (12x8 stage)	\$400 (12x12 stage)
w/Audio and Engineer	\$ 500 (12x8 stage)	\$600 (12x12 stage)

Truss and Lighting are available for additional charge. Contact the Technical Director [dmsmith2@smcm.edu](mailto:dmsmith2@smcm.edu) for availability and fees.

#### Additional Items and Costs

Audio Packages

We have an extensive collection of microphones and audio equipment for both the Concert Hall and Recital Hall. Rates will be determined on an individual needs basis, but the basic rate is \$125/hr.

Lighting Packages

We have several options regarding lighting for both the Concert Hall and Recital Hall. Rates will be determined on an individual needs basis, but the basic rate is \$75/hr.

Lobby lighting will require outside contracted lighting company gear and labor from an approved vendor; approval coming from the Technical Director.

Projections Packages

We have projection capabilities in both the Concert Hall and Recital Hall. Rates will be determined on an individual needs basis. If any alteration or creation for provided materials (slide creation, video editing, aspect ratio changes, audio editing, etc.) is required for an event, there will be a \$75/hr. charge.

Piano Tuning

Dodge PAC provided: \$200

Use of additional concert grand piano: \$200

### Marley Dance Floor

\$100 per roll (5 rolls cover the Concert Hall stage)

The Dodge PAC will charge an additional \$150 cleaning fee if unauthorized spike tape is used.

### Audio Recording

1. Recital Hall and Concert Hall in-house mic array \$35/hr.
2. Multitrack recording \$65/hr.

All prices are subject to change. We are agreeable to working with clients to create bespoke package rates for multiple uses of venues (e.g., concert series) and groups with limited budgets. Please contact the Executive Director of the Dodge PAC ([kdhinton@smcm.edu](mailto:kdhinton@smcm.edu)) for more information. The Executive Director reserves the right to make any necessary changes regarding fees and terms, providing that the changes are communicated to and agreed to by the client.

## XII. Nancy R. and Norton Dodge Performing Arts Center Emergency Procedures

### Definitions

**Performance:** The period of time in which public audience members are present in a performance venue to see a scheduled event.

**Emergency:** An unexpected, and sometimes dangerous situation that requires the immediate attention and may be beyond the control or ability of the individuals involved.

**Performance Venue:** Auditorium, Recital Hall, or Lobby

### Standard Procedure

- I. Stopping a Performance/Evacuating the Venue
  - a. The stage manager and house manager will work together on effectively communicating needs within the venue.
    - i. The venue is the primary responsibility of the stage manager for the duration of the performance with the exception of the period of time immediately preceding and following, as well as any intermissions when the primary responsibility falls to the house manager; however, it is imperative that during all times the house manager and stage manager remain in constant communication to manage the safety and experience of the patrons, performers and staff.
    - ii. The “turning over of the house” from one party to another (from stage manager to house manager and vice-versa) will occur via Clear-Com radio for each of these instances.
  - b. If a circumstance arises during a performance that adversely affects the performers, audience, or venue, the stage manager and house manager (with input from their onsite supervisors) will decide the most effective way to proceed. If one party is unreachable due to communication failure the other party may make a decision with their onsite supervisor.
  - c. If the decision is made that a show must be placed “on hold”:
    - i. The stage manager will make an announcement to the house over the announcement microphone or by walking on to stage as to be in view of the audience (see announcement scripts).
    - ii. The ranking backstage crewmember will communicate this information to the performers and backstage personnel.

- iii. This instance should be treated like an intermission. House lighting should be brought to a comfortable level for the audience to be able to move around safely.
      - iv. All efforts should be made to resume the performance as soon as possible.
  - d. If the decision is made that the venue must be evacuated:
    - i. The house manager will make an announcement to the house over the paging microphone in the Box Office (see announcement scripts).
    - ii. The stage manager will take responsibility for evacuating the performers and backstage personnel.
    - iii. The house manager will take responsibility for evacuating the audience.
  - e. If it is decided that the performance cannot resume:
    - i. The house manager will inform the audience by making an announcement over the paging microphone in the Box Office.
    - ii. The stage manager will inform the performers and crew.
    - iii. Only the Executive Director in consultation with the Technical Director, Assistant Manager, and any ranking personnel specific to the type of event may make the decision to cancel or not resume a performance. Every effort should be made to contact the Executive Director before decisions to cancel a performance are made.

## II. Evacuating the Building

- a. If the building needs to be evacuated performers and crew should proceed to the following outdoor meeting points as specified by venue:
  - i. Concert Hall: Parking Lot H
  - ii. Recital Hall: Parking Lot H
  - iii. Lobby: Grassy area in front of the Dodge Performing Arts Center

## III. Performer Injury

- a. In the event that a performer or crew member is injured during a rehearsal:

- i. First aid should be administered to the level that the injured individual feels comfortable.
  - ii. If the injury is severe enough to call for emergency personnel, this call should be made from an office phone, mobile phone, or from a blue emergency phone for the quickest response. If emergency personnel are called, the Executive Director of the Performing Arts Center should also be notified immediately.
  - iii. In the event of any level of injury the stage manager must file an accident/injury report.
- b. In the event that a performer or crew member is injured on stage during a performance:
- i. Effort should be made to SAFELY assist the individual to the nearest wing.
  - ii. The stage manager should be in contact with both their supervisor and the house manager via Clear-Com as the situation develops.
  - iii. A crewmember backstage will then assist with basic first aid only to the level that they feel comfortable and decide with the injured individual if emergency personnel need to be called. This person should remain in communication with the stage manager.
  - iv. If the injured individual cannot be safely moved from the stage a crew member backstage should notify the stage manager who will call emergency personnel using an office phone, mobile phone, or from a blue emergency phone. In this situation, effort should be made to provide privacy for the injured performer (closing the main curtain or other measures).
  - v. The house manager will make an announcement over the paging microphone in the Box Office that the show is being held (see announcement scripts). The break should be treated as an additional intermission.
  - vi. The decision to continue the show following resolution of the injury will be made by the event supervisor who will be in communication with the Executive Director. Every effort should be made to contact the Executive Director of the Performing Arts Center before decisions to cancel a performance are made.
  - vii. Following any injury an accident/injury report must be filed by the stage manager.

## ANNOUNCEMENT SCRIPTS

In the event that a performance must be held:

“(CHIME) Ladies and gentlemen, we are stopping the performance for technical reasons. We hope to resume the performance as soon as possible. Please, remain in your seats and stand by for further information. Thank you.”

In the event that a venue must be evacuated:

“(CHIME) Ladies and gentlemen, we ask that you calmly evacuate the Auditorium/Recital Hall at this time. Please make your way to the Lobby and await further instructions there from Dodge Performing Arts Center staff. Thank you.”

In the event of a fire or other need to evacuate the building:

“(CHIME) Ladies and Gentlemen, we are stopping the performance at this time and ask you to evacuate the theater calmly by walking toward the nearest lighted exit sign. From there, Center staff will assist you in exiting the building. Thank you.”