



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

<u>Table of Contents</u>	<u>Page Number</u>
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	3
VI. Scheduling Priorities	4
VII. Event Specifics and Restrictions	5
VIII. Facilities Use Policies and Procedures	6
IX. Equipment Use and Restrictions	7
X. Description of Service and Fees	9
XI. Rental Rates/Costs	11

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 Director of Production and Events at kdhinton@smcm.edu or 240-875-4745 (or the Technical Director at dmsmith2@smcm.edu or 240-895-4245).

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. 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, PING, Orchestra, etc.

Other Student Organizations: 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, e.g., Pep Band.

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: Auditorium, 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.

Auditorium: The 703-seat main performing space. This hall can be used for concerts and lectures.

Recital Hall: The 128-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 of Production and Events no later than three weeks prior to an event. Advance bookings for the following year will be accepted after April 1 for external users.

Space(s) in the Dodge PAC will not be considered reserved until written confirmation is received from the Director of Production and Events. 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 Director of Production and Events 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 EMS. Contact the Office Associate in the Dodge PAC (sltyler@smcm.edu or x4226) to ensure that this information is entered into EMS (Event Management System) at least two weeks prior to the event. Contact Bon Appetit (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 11:00 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 11:00 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 performing groups will take precedence over all other campus-related groups.

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 Director of Productions and Events.

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 Director of Production and Events.

VII. Event Specifics and Restrictions

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.

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 auditorium 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.

Tobacco

The use of tobacco products is prohibited in the Dodge PAC.

Food and Drink

No food or drink is permitted at any time inside the auditorium. Food and drink are permitted in the recital hall and lobby only during specific events and only when permission is given by the Director of Production and Events. 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.

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 auditorium is occupied; this includes load-in, load-out, rehearsals, and performances.

Set-ups

Set-ups in the lobby must be approved by the Director of Production and Events 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.

VIII. Facilities Use Policies and Procedures

Printed Materials - All references to the facility must read: Nancy R. and Norton T. Dodge Performing Arts Center

Capacity

The auditorium seating capacity is 703, recital hall seating capacity is 128 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 venue 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 of Productions and Events.

Reserved Seating

Tickets with the date and seat number printed on them. This is in contrast to General Admission, which does not specify seating.

Statement Required in Printed Material

The following statements must appear in all programs for events held in the Dodge PAC:

- No food, drink, gum, or tobacco products are permitted without the consent of the Director of Production and Events.
- Flash photography during performances is prohibited.

- No video or audio recording of events without the expressed permission of the performers.
- Do not place your feet on the seat in front of you.
- Turn off all pagers and cell phones.
- Please remove disruptive/noisy children from the performance. Events will be broadcasted in the lobby for those who must leave the auditorium.

Ushers

All events in the Dodge PAC must have an appropriate number of ushers, to be determined by the Director of Productions and Events. Ushers who are trained in the appropriate policies and procedures will be provided.

Box Office

The box office is staffed by College personnel. All tickets must be procured through Eventbrite (www.eventbrite.com). The Director of Production and Events reserves the right to approve and oversee all box office operations.

Photography/Videography/Audio Recording

Unless specifically granted by the Director of Production and Events, there shall be no photography, videography, or audio recording at any event held in Dodge PAC. If such permission is granted, photographers and videographers will be restricted to perform their duties in a single, fixed position so as not to disturb audience or performer. Audio recording will be controlled by the Technical Director.

IX. Equipment Use and Restrictions

Sound and Lighting

Sound and/or lighting will result in additional charges as determined by the Technical Director, following the rental rates as provided at the end of this document. Operation of the sound and lighting system is prohibited by non-College staff unless otherwise arranged by the Theater Manager.

Follow Spots

Users may operate follow spots 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 of Productions and Events.

Postings and Advertisements

No flyers, posters, or other printed materials may be posted in the lobby areas without the expressed permission of the Director of Production and Events.

Piano

Use of the piano must be approved by the Director of Production and Events and the Department of Music. All requests must be in writing and be received no less than three weeks prior to the event. Additional charges will apply for piano tuning.

Student Activities or Programs

(Including regularly scheduled academic classes, exams, special academic presentations). Campus facilities are intended to benefit and support student activities and interests, therefore student groups are given the first opportunity to schedule space at no charge. However, this does not exclude cost for support personnel, technical support, and running crew fees.

Student Performing Groups

Activities that are in direct support of academic programs: Chamber Choir, PING, Jazz Band, Orchestra, etc., are exempt from personnel, technical support, and running crew charges.

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 Director of Production and Events 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:

1. Co-sponsored events – Activities or programs that are provided through the College but involve non-College clients.
2. 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 Vice President for Business/CFO.

X. Description of Service and Fees

Rental Fee Schedule

50% deposit of rental fee must be paid to St. Mary's College of Maryland no less than 30 days prior to the event. The Director of Production and Events reserves the right to cancel any holds on the event calendar if clients do not pay the 50% deposit by the 30-day cutoff. The remaining 50% of the rental fee is to be paid by the client the day of the event. Any additional costs (equipment, time overrun, etc.) will be invoiced by the Director to the client and will need to be paid by the client within 14 days of the end of the event.

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 Production and Events.

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 estimated payment for events is due on the day the event occurs. Only certified funds or cash will be accepted as payment, unless otherwise arranged with the Director of Production and Events. 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 Production and Events and will be reviewed by the Vice President for Business/CFO for denial or approval.

Cancellation Policy

Notification of cancellation must be made five 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 Production and Events 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 Performing Arts Center

Rental Rates 2022-2023

Main Auditorium Rental Rates

Performances/Conferences		Rehearsal/Recording	
<u>Full Day (8 Hours)</u>		<u>Full Day (8 Hours)</u>	
Commercial	\$ 6,500	Commercial	\$ 2,500
Non-Profit	\$ 3,250	Non-Profit	\$ 1,250
Campus	\$ 2,500	Campus	\$ 925
<u>Half Day (5 hours)</u>		<u>Half Day (5 hours)</u>	
Commercial	\$ 4,000	Commercial	\$ 1,400
Non-Profit	\$ 2,000	Non-Profit	\$ 700
Campus	\$ 1,500	Campus	\$ 525
<u>Additional Hours</u>		<u>Additional Hours</u>	
Commercial	\$ 1,000	Commercial	\$ 400
Non-Profit	\$ 500	Non-Profit	\$ 250
Campus	\$ 375	Campus	\$ 200

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 concert grand piano (tuning additional), music stands, chairs.

Ticketing through the Dodge PAC will incur a 3% charge based on the price of the ticket(s). For example, a \$10 ticket will incur a \$3 charge, resulting in a \$13 dollar ticket for the customer. Ticketing through an agency other than Dodge PAC will not incur any additional charge.

Recital Hall Rental Rates

Performances/Conferences		Rehearsal/Recording	
<u>Full Day (8 Hours)</u>		<u>Full Day (8 Hours)</u>	
Commercial	\$ 3,500	Commercial	\$ 1,250
Non-Profit	\$ 1,750	Non-Profit	\$ 625
Campus	\$ 1,300	Campus	\$ 450
<u>Half Day (5 hours)</u>		<u>Half Day (5 hours)</u>	
Commercial	\$ 2,000	Commercial	\$ 800
Non-Profit	\$ 1,000	Non-Profit	\$ 400
Campus	\$ 750	Campus	\$ 300
<u>Additional Hours</u>		<u>Additional Hours</u>	
Commercial	\$ 800	Commercial	\$ 400
Non-Profit	\$ 400	Non-Profit	\$ 250
Campus	\$ 250	Campus	\$ 200

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

Half-Day (5 hours)

Commercial \$ 2,800

Non-Profit \$ 2,000

Campus \$ 1,500

Recital Hall (Receptions, Weddings, Private Parties, etc.)

Half-Day (5 hours)

Commercial \$ 2,800

Non-Profit \$ 2,000

Campus \$ 1,500

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.

Additional Items and Costs

Audio Packages

- Audio Package 1- \$ 350 Main PA Speaker System, Standard Music Playback; Up to two wireless/wired handheld mics
- Audio Package 2- \$ 875 Audio Package 1 + Multiple microphone (wired and/or wireless) set up, Monitor speaker set-up
- Audio Package 3- Price TBD Subcontracted audio gear from an approved vendor. Audio crew based on specific show needs.

Lighting Packages

- Lighting Package 1- \$ 500 Refocusing of specials only.
- Lighting Package 2- \$ 625 Refocusing of specials and creation of multiple lighting looks.
- Lighting Package 3- Price TBD Outside contracted lighting company gear and labor from an approved vendor. Lighting crew based on specific show needs.

Projections Packages

- TV Monitor Package (Recital Hall Only)- \$ 200 per monitor The PAC provided TV monitor on TV stand. Installation labor included.
- Projections Package 1- \$ 1,200 The PAC provided projector and screen. Installation labor included.
- Projections Package 2- \$ 1,500 The PAC provided computer, projector, and screen. Installation labor included.

Piano Tuning

PAC provided: \$275

Use of additional concert grand piano: \$ 300 (unlimited time)