

School of Music Facility Policies

Policies:

No food, drink, or water allowed in the Concert Hall. (IS WATER ALLOWED?)

Events that will be placing equipment on the stage must submit an equipment list prior to the event.

Any equipment that is deemed to potentially damage the stage floor will not be allowed.

It is up to the discretion of the University Events Office or School of Music to require modifications to equipment or to prohibit the use of equipment to protect from damage.

All events are to follow the Liberty Way.

No furniture in the main lobby or lower level lobby is to be moved.

Use of the Rear Loading Dock must be requested ahead of time when requesting your event.

All trash is to be deposited in the appropriate trash receptacles.

Any materials brought into the Concert Hall or Lobby by the customer need to be removed immediately following the scheduled event during your scheduled time. Any items left will be discarded.

All guests are to enter through main doors from the lawn on the A side of the building unless otherwise specified.

The hosting party must provide employees to help with seating of guests and crowd control.

The reserving party will be responsible for any damages occurring during their event.

Scheduling:

All Event Requests must be submitted to the University Events office through 25Live.

The minimum guest attendance is 800 people. (Is this accurate?)

Any setup and tear-down time is to be included in initial reservation.

Use of the B-Wing is prohibited unless otherwise booked. When you book the Concert Hall, you have access to the main lobby, lower level lobby, ticket booth (front desk) and Concert Hall only.

If customer needs to use the Green Room, that must be specified and approved. It will be approved on a case by case basis.

All sponsorships must be approved.

All sound, visual and lighting support must be approved at the time of event scheduling.