



## **Morgan University Center and Event Services**

# **Clement Auditorium Guidelines for Use & Rental**

The Morgan University Center and Event Services Office at Austin Peay State University is pleased you have chosen us to host your event. Our goal is to make every event the best it can be. This publication will help you in the reservation process and describe the policies and procedures pertaining to the Clement Auditorium.

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## Description of the Facilities

The Clement Auditorium is a 550-seat venue housed within the Clement building (CL) at Austin Peay State University. Originally designed as a fine arts home at APSU, the Clement Auditorium has been transformed into the cultural centerpiece of campus, hosting concerts, theatrical productions, lectures, academic presentations, and community events. In addition to the auditorium, users can access a private green/dressing room that overlooks the stage and a black box theatre in the stage left wing at no additional cost. Additional classrooms in the Clement building may be reserved at an additional cost if available.

## Reservation and Event Procedures

### To Reserve Clement Auditorium

1. Complete the online reservation form. Follow this link to book your reservation:  
<https://www.apsu.edu/university-facilities/reservations/>
  - a. You will receive an email confirmation that you have requested the space. This is just confirmation of the request and not a confirmation of use.
2. Submit a copy of your technical rider to your event coordinator. Your event coordinator may contact you to schedule a meeting/walk-through to discuss your technical and facility needs.
3. The Morgan University Center and Event Services office will send estimates of rental, personnel, technical, cleaning, and miscellaneous costs. Personnel and technical costs are an estimate based on the event schedule and type, and this may fluctuate depending on actual hours and services used.
4. Sign the use of APSU facilities agreement and return it to the Event Services office.
  - a. The University requires a Certificate of Insurance listing APSU as additionally insured for at least \$1,000,000.
  - b. Groups are responsible for carefully reviewing the estimate and contract for accuracy.
5. Pursuant to APSU Rule 0240-05-03-.04, User shall submit a deposit for the space equal to half (1/2) of their total estimated costs. The deposit shall be due upon signing the use of facilities agreement, and the space shall not be reserved until the deposit is received by APSU. Deposit refund or forfeiture shall be applied based on the following cancellation timelines:
  - a. Cancellation one hundred and twenty (120) days before the start of their event- 100% refund;
  - b. Cancellation ninety (90) to one hundred and twenty (120) days before the start of their event- 75% refund;
  - c. Cancellation thirty (30) to sixty (60) days before the start of their event- 25% refund;
  - d. Cancellation less than thirty (30) days- no refund.
6. You will receive a confirmation email from Event Services after you have signed the use of facilities agreement and paid the security deposit, and the reservation is confirmed.
  - a. Space reservations will not be confirmed until the program/plans have been reviewed, and all necessary arrangements are completed. See the information below for facilities, equipment, and technical needs.
7. You will be invoiced by the Morgan University Center and Event Services after your event. Payment is expected within 30 days of the event.
8. The use of APSU facilities agreement may be terminated without the above-described deposit forfeiture and cancellation notice requirements from Section 6 only upon grounds that the Facility has been rendered unusable, or the activity has been cancelled due to an Act of God and beyond the reasonable control of the Parties. The Institution may also terminate the agreement if it becomes aware of any threat to personal or public safety arising from the intended use.

### Request and Reservation Timeline

Event Services requests a minimum of ten (10) business days to complete the reservation/contract process. Requests for reservations that are made less than three (3) business days in advance MAY be granted if time and space allow. If a request is made for an event six months out, that request may not be processed immediately.

The Morgan University Center and Event Services should be notified of space cancellations fourteen (14) days before the first reserved date. Space cancellations include any modification to the original contract and estimate, including but not limited to releasing reserved spaces, changes to technical scope, or event schedule. Groups who choose not to use a space as contracted within fourteen days of the first reserved date may still be charged for use of those spaces. Two “no shows” without notification will result in denial of space requests and/or cancellation of space already reserved for the remainder of the semester. In the event of a “no-show” or late cancellation, you will lose your security deposit and may be charged for staff who were hired to work at the event.

### Description of Cost and Fees

Costs and fees are set by the University in consultation with the Director of the Morgan University Center and Event Services and determined by the following factors:

1. The number of hours/days for the rental
2. Additional rooms requested
3. Technical demands (lighting, sound, projection)
4. Custodial needs

Standard or typical costs include:

1. Clement Auditorium's daily rate is \$1,100 per day.
  - a. The daily rate will NOT be prorated on partial days of use.
2. Security deposit estimated at 50% of the total estimate.
3. Clement Auditorium Staff rates:
  - a. Technical labor will be estimated and charged at an hourly rate.
    - i. If the schedule or scope changes after the estimate has been provided (i.e., an event running longer than expected), a new estimate will be provided or charged on the final invoice, depending on the timing of the changes.
  - b. Staffing rates for technical staff will be determined by the Director of the Morgan University Center and Event Service
  - c. Technical Staff includes:
    - i. Technical Assistant
    - ii. Audio, Lighting, and/or Projection Technician (event dependent)
  - d. There is a 3-hour minimum for any technical staff.
  - e. Depending on staffing, scheduling, availability, and technical scope, the Director of the Morgan University Center and Event Services or his designee may subcontract any technical labor to an APSU-approved contractor. In such instances, these arrangements will be communicated to reserving groups early in the reservation process. Although these fees and rates may be reflected in the initial estimate and contract, users will be directly billed by the contractor on the contractor's terms.
4. The custodial staff rate is determined by Austin Peay State University's contracted custodial group. These cleaning fees are for basic cleaning of spaces. Additional cleaning fees and labor may apply depending upon event type and the number of performers and guests expected.
5. Pending availability and approval, additional classrooms may be reserved in the Clement Building at a rate of \$100-\$300 per day, depending on the room.
6. Security as needed and defined by [APSU Police Staffing Matrix](#)

The projected total cost for your event will be determined after the full scope and timeline of your event have been determined. A meeting may be required for Morgan University Center and Event Services to fully understand your event's schedule and scope.

All costs of the contract are based on the information provided. If an event requires changes to rooms, equipment, or labor (including charges for damages and unexpected custodial needs), the final charges will be adjusted accordingly on your invoice.

Users who misrepresent an event or affiliation to avoid fees and charges may incur additional charges and have their reservation privileges suspended. The Director of Event Services or designee makes these decisions.

Sponsors are responsible for damage to the facilities or equipment or for inadequate clean-up and will be charged for the complete repair, replacement, or additional cleaning of facilities or equipment.

## Technical Requirements

Clement Auditorium is equipped with the ALV technology described below. Consult with the Morgan University Center and Event Services office for technical needs that are beyond the scope of APSU's inventory. All outside technical hires and work to be completed must be pre-approved by the Morgan University Center and Event Services during the contract negotiation phase of reserving the auditorium.

An event Technical Rider is the ideal means of communicating your event needs to the Morgan University Center and Event Services and the event's technical assistant. Providing inadequate or incorrect information may result in a breach of contract and damage to university facilities and equipment. The event sponsor will pay the costs of any additional equipment or technical personnel required by the rider.

## Technical Staffing Policies

**Technical Assistants:** All non-APSU customers are required to hire a technical assistant employed by the Morgan University Center and Event Services office or an approved contractor for the duration of their reservation in Clement Auditorium. The technical assistant is responsible for the overall technical management of the event, serves as the main point of contact during the event, and performs basic projections, lighting, and sound. Technical assistants cannot serve as ushers, stagehands, ticket takers, or labor-for-hire. Additionally, a technical assistant can only provide advanced support of one technical area at a time (audio or lighting). If an event requires multiple audio cues and/or advanced audio setups and lighting cues, two or more technical assistants must be hired (one to cover audio and one to cover lighting).

**Technical Call Time & Setup:** To ensure the event is adequately set up and ready for events, technical staff may arrive before the reserving group's requested reservation dates and daily in times. Groups will be responsible for the labor at the base rate for hours worked during this time. Additionally, at a minimum, the technical assistant will arrive thirty (30) minutes before reserving groups daily in time to ensure the venue is unlocked and set up for the day. Daily call times must be received by the Morgan University Center and Event Services office no later than fourteen (14) days before the first reservation day.

**Staffing breaks and Maximum Daily Hours:** All event services staff are required to take a thirty-minute uninterrupted lunch break if they are scheduled for six (6) or more daily hours. This break cannot be taken in the first or last hour of their shift. Additionally, event services staff may only work a maximum of seven (7) hours and thirty (30) minutes per day. In the event a reservation is needed for more than the daily staffing maximum, the Morgan University Center and Event Services may schedule more than one technical assistant for the reservation, provided there is adequate staffing.

**Technical Contractors:** Depending on staffing, scheduling, availability, and technical scope, the Director of the Morgan University Center and Event Services or his designee may subcontract any technical labor to an APSU-approved contractor. In such instances, these arrangements will be communicated to reserving groups early in the reservation process. Although these fees and rates may be reflected in the initial estimate and contract, users will be directly billed by the contractor on the contractor's terms.

**Technical Staff Rest:** A minimum of ten (10) hours is required between day wrap and the call time for the next day.

## Staff and Audio/Visual Equipment\*

**Sound Amplification:** The technical booth houses a Yamaha TF3 console with basic vocal microphones, microphone stands, stage monitor capabilities, and house speakers. Specific equipment needs (including number, type, and general location of microphones) should be noted in the technical rider and confirmed well before the event date. If equipment rental is required, contact the Morgan University Center and Event Services to confirm eligibility, costs, and coordination with providers. Settings on the sound console may not be reconfigured, rerouted, or repatched. Additional fees may be assessed if settings and equipment are not restored to default settings.

Any event that involves live sound, one technical assistant will be required to focus on audio needs. The Morgan University Center and Event Service office will make the final determination for the labor needed. *Labor rates as specified by the Event Services Office.* Groups may bring in outside sound technicians or contractors; however, these contractors must be vetted by the Morgan

University Center and Event Services office prior to the event. Outside contractors are the reserving group's responsibility, and any damage caused by them will be the responsibility of the reserving group.

**Lighting:** The Clement Auditorium is equipped with basic theatrical lighting controlled by an ETC Element 2 lighting console. Twelve ETC ColorSource spots are focused on the mainstage to provide a basic stage wash. LED down lighting is included to provide additional color and depth on the stage. These fixtures are controlled by a direct, one-universe DMX run. House lights are on/off only and are non-dimmable. Users may not refocus, change the patch or change the address of fixtures in the auditorium. Additional fees may be assessed if fixtures are found to be out of focus or set to the wrong address or patch by the reserving group.

Any event that requires multiple lighting cues or changes will require one technical assistant focused on lighting needs. The Morgan University Center and Event Services office will make the final determination for needed labor. *Labor rates as specified by the Event Services Office.* Groups may bring in outside lighting technicians or contractors; however, these contractors must be vetted by the Morgan University Center and Event Services office prior to the event. Outside contractors are the reserving group's responsibility, and any damage caused by them will be the responsibility of the reserving group.

**Projector:** Clement Auditorium is equipped with one ceiling-mounted, rear projector and screen connected to the house lectern and booth Crestron system. However, the screen is mounted at the proscenium line and on an automated controller. To prevent excessive wear on the projector and motorized screen, the projector and screen cannot be repetitively turned on and off. The technical assistant will make this decision.

## Additional Equipment

**Chairs and tables:** Clement Auditorium has 33 padded banquet-style chairs, 14 metal folding chairs, 8 6' x 30" folding tables, and 2 6' round tables in its inventory.

**Piano:** The auditorium houses a Weber Baby Grand Piano. If a group would like pianos tuned prior to their event, a tuning fee will apply. Groups must request tuning one month prior to their reservation. Pianos are tuned to A<sub>4</sub> at 440 HZ. Alternate tunings are not permitted.

**Lectern:** The Clement Auditorium has one computer lectern equipped with a Windows PC (APSU login required), Sony DVD/Blu-ray player, document camera, gooseneck microphone, and an HDMI connector on the house left floor that connects to the house projector. This lectern may not be removed.

**Podium:** The auditorium has one Austin Peay-branded podium.

**Consumables:** Morgan University Center and Event Services staff are not responsible for providing any consumables such as tape, paper goods, lighting gels, or batteries. Additional fees may be assessed if consumables from the auditorium's inventory are needed or used.

**Grand Curtain:** Clement Auditorium is equipped with a grand curtain separating the apron from the main stage. However, the grand curtain is limited to the open position and may not be closed. Users may not attempt to manually draw the house curtain or other soft goods. Fees may be assessed if the venue's soft goods are further damaged by reserving groups.

**Other Equipment:** Users and groups may bring in additional equipment (lights, microphones, set pieces, etc.) for events and shows. However, Morgan University Center and Event Services staff will not be responsible for obtaining, setting up, or storing any equipment not owned by the Morgan University Center and Event Services office or Austin Peay State University. Additionally, to prevent damage to any equipment or facilities, the Morgan University Center and Event Services office may deny the use of additional equipment. Any event requiring additional outside equipment will require a pre-production meeting with the Morgan University Center and Event Services office.

**Use of Equipment:** Morgan University Center and Event Services staff will make every effort to ensure all equipment listed herein and the Clement Auditorium Tech Packet are available for use by reserving groups. However, due to maintenance schedules, inventory rotation, and the department's needs, there is no implied guarantee of equipment use. Groups should communicate with the Morgan University Center and Event Services office and negotiate the use of equipment with reservation and use contracts before reservation dates. These needs should be clearly communicated in a technical rider.

## General Information, Procedures, & Policies

## Pre-Inspection Walkthrough

It is the responsibility of the group to complete a pre-event walkthrough and note any damages or issues to the Morgan University Center and Event Services office or technical assistant prior to the start of the reservation.

## Post Event

At the conclusion of an event, groups must remove all belongings from the Clement Auditorium and the building. Due to the high volume of events in the auditorium, equipment and/or belongings cannot be stored in the building or auditorium at any time.

## Final Walkthrough

At the conclusion of an event, the technical assistant will walk through the auditorium and building and will inspect and note any damages, cleaning needs, left materials, and overall shape of spaces. The technical assistant will report these issues and final labor hours to the Morgan University Center and Event Services to issue a final invoice.

## Building Access & Load in

If you will need access to the building on evenings or weekends (anytime outside of regular business hours [8:00am-4:00pm, M-F]), special arrangements will need to be made with the Event Services office and Campus Security to ensure buildings/rooms will be unlocked. This will need to be communicated to Event Services as you are negotiating your contract. A member of the technical staff is required to be present for the entire duration of a reservation for outside events or events that are outside of regular business hours, including setup times, the duration of the event, and strike/cleanup times. (*Labor rates as specified by the Event Services Office*)

## Furniture and Room Arrangements

Only approved staff may move furniture and equipment in the Clement building. If you need to alter the furniture, equipment, or general set-up of a room (including the auditorium and lobby) contact the appropriate staff. Morgan University Center and Event Service staff are not responsible for the setup or management of any areas outside of the Clement Auditorium or attached lobby. However, Morgan University Center and Event Service staff may require groups to change setups or decorations if they violate APSU, Facilities policies, or the best interests of those spaces. Any users who move furniture or items and cause damage to the facilities or those items will be charged accordingly. Furthermore, an additional reset fee will be charged for any furniture, equipment, or other items that were moved by the reserving group and not returned to their original places.

## Parking

During business days and hours, parking on campus is reserved for students, faculty, and staff. A guest parking pass is required for all non-campus personnel during business hours. APSU Lot 40 (McCord Lot) is the closest parking lot to Clement Auditorium. ADA accessible parking is available on Henry Street, directly behind the Clement Building

The Morgan University Center and Event Services office cannot guarantee the use of parking lots. You may need to contact Campus Parking and Transportation at (931) 221-7405 or [parking@apsu.edu](mailto:parking@apsu.edu) for more information or to receive a guest pass. A parking map is available at <https://www.apsu.edu/map/index.php>

## Loading

The loading door for Clement Auditorium is located at house level on the stage right (house left) side. Vehicle access to Browning Drive and the loading door may be granted by the APSU Parking Office. Reserving users must contact Campus Police using the number posted on the Browning Drive gate(s) to request gate access.

Vehicles may not park or stop in the drive lane of Browning Drive. All vehicles must remain on concrete or asphalt surfaces. Parking or driving on grass or landscaped areas is strictly prohibited, as it may cause damage to landscaping, irrigation systems, or underground utilities. Users will be held responsible for any such damages resulting from improper vehicle placement.

Vehicle access to Browning Drive and the Clement Auditorium loading area is limited to only while users are actively loading or unloading vehicles. Once unloaded/loaded, vehicles must park in an approved parking spot. Vehicles may be ticketed, booted, or towed for violating the APSU parking policy.

## Food and Drinks

Food and drinks are allowed in most spaces except the auditorium, where food and drinks are not permitted at any time. This includes all parts of the auditorium, including the house, backstage, wings, black box, storage, and technical booth. Water is permitted only in sealed containers. Groups that sell or provide food and/or drink concessions in the lobby of the Clement Building must



have a sign reminding patrons of this policy. Any food or drinks found in the auditorium (including but not limited to pieces of food, bottles, wrappers, spills, boxes, etc.) during an event or during the final walk-through may result in additional cleaning fees being assessed. Reserving customers are responsible for their guests.

### Restricted / Prohibited Items

The following items are not permitted in the Clement Building: (This list is not exhaustive, and further materials may be subject to restriction. Contact the Morgan University Center and Event Services office for other questionable items): glitter, feathers, haze/fog, sequins, confetti, pyrotechnics, artificial snow (or other “dropped” material), spray string (Silly String), helium balloons or any open flame.

### Atmospheric Effects, Hazers, and Foggers

The use of atmospheric effects such as hazers, foggers, and dry ice effects in the Clement Auditorium is prohibited. These effects have the potential to engage the fire alarm and suppression system, forcing a building evacuation and response by APSU Public Safety and Clarksville Fire Rescue. Users who use atmospheric effects may have their reservation privileges suspended, and any false alarm fees assessed by APSU Public Safety, Clarksville Fire & Rescue, and/or the City of Clarksville will be passed down to the reserving user. Additionally, groups may be charged for direct and subsequent damages for atmospheric effects engaging fire suppression devices (e.g., flood damage because of a hazer setting off the deluge system).

### Tobacco, Alcohol, and Illegal Substances

Austin Peay State University is a smoke-free campus. Smoking is prohibited in university buildings, grounds, and state-owned vehicles. This policy includes E-cigarettes or any product that allows users to inhale and exhale nicotine-bearing vapor. For additional information on the smoking and clean air policy, visit: [Policy 5:002 Smoking and Clean Air](#).

Alcoholic beverages are not permitted on campus except where policy allows. For more information, visit: [Policy 7:005 Alcoholic Beverage Use and Possession](#).

### Decorations/Posting

No materials or signs of any kind may be affixed to walls, ceilings, equipment, or other areas of the facility. Only cloth-backed tape is permitted for use on the stage floor (gaffers tape, painters tape, and spike-tape only). Groups will be responsible for any damage caused by decorations or tape. This may include repainting the stage or walls, structural repairs to walls or floors, and/or replacing damaged equipment.

### Custodial Services and Cleaning

Based on the scope of your event, APSU may require an on-site custodian to manage the building (trash, paper products, restrooms, etc) during your event. This will be negotiated prior to your event and reflected in the contract. After your event, the technical assistant and Austin Peay’s cleaning contractor will inspect the facility and determine if an additional cleaning charge is necessary. This may include public areas near the venue that can be proven to have been littered by guests or participants of the event. This also applies to damage to the facility and adjacent areas, including restrooms, incurred by guests of the event.

### Ticketing, Collecting, and Ushering

The reserving group is solely responsible for ticket sales, collection, and general house management and ushering. APSU, Morgan University Center and Event Services staff, and technical contractors cannot collect money, take tickets, or manage patrons at any point during the reservation period.

### Seating Capacity

Admitting audiences that exceed maximum seating capabilities is a violation of fire codes and is not permitted. The Morgan University Center and Event Service office, Austin Peay’s Public Safety, and the event’s technical assistant have the authority to deny entrance of audience members or event participants in excess of seating capacity. The event coordinator is responsible for ensuring that ticket sales do not exceed the approved capacity. Additional seating may not be added to the house.

### Security

APSU, Morgan University Center and Event Services staff, and technical contractors cannot act as security for events. Groups sponsoring events that are likely to attract crowds near, or more than the established room or space capacity, may be required to hire APSU Police/Security Officers to provide security and crowd control. See Police Staffing Matrix available at

<https://www.apsu.edu/university-facilities/reservations/policies-and-guidelines/policematrix.php>. Contact APSU Public Safety at (931) 221-7786

### Fire Alarm System

The Clement Building is equipped with fully functioning fire alarm and suppression systems. Alarm sirens, strobes, panels, curtains, smoke/heat detectors, and sprinkler heads must not be obstructed in any way. Groups may not hang items off these devices. Groups may be charged for direct and subsequent damage because of misuse of these devices (e.g., flood damage because of hanging items off sprinkler heads).

### Fire Extinguishers

The Clement building is equipped with several fire extinguishers in the auditorium and around the building. Fire extinguishers must be accessible and free from obstruction within a three (3) foot radius.

### Exits and Pathways

Doors, aisles within rooms, main corridors, hallways, and stairwells must be kept free and clear of any materials that will block, hinder, or slow egress during an emergency.

### Fire Doors

The use of doorstops to hold open fire doors is not permitted by fire code. These doors are used as part of a passive fire protection system to reduce the spread of fire and smoke between sections of the building.

### Evacuation and Suspension of Show/Event

The Emergency Action Plan (EAP) of Austin Peay State University serves as the basic emergency response plan for the general Austin Peay State University community. Therefore, any changes to the EAP will supersede any procedures listed herein. In the interest of public safety, the on-site technical assistant, in coordination with APSU public safety, may at any time evacuate the auditorium and Clement Building for any emergency that warrants a full evacuation.

**Fire:** When the building's smoke alarm sounds, state law mandates that everyone evacuate the building. No one is permitted in the building until the "all clear" is given by Clarksville Fire Rescue.

**Tornado/Severe Weather:** The on-site technical assistant will monitor the weather forecast and will communicate contingency plans to the primary contact for an event if necessary. In the event the National Weather Service issues a tornado warning for the Clarksville – Montgomery County Area, all on-stage activities will be immediately suspended. Staff will encourage all performers, staff, guests, and patrons to seek shelter immediately in one of the primary tornado shelters in the Clement Building. Should these primary spaces reach capacity, windowless spaces inside the building on the first floor should be utilized.

### Automated External Defibrillator (AED)

The Clement building has an AED station in the main lobby, near the 2nd-floor main entrance. AEDs must be accessible and free from any obstruction within a six (6) foot radius.

### Campus Networking and WIFI

Austin Peay State University provides a guest WIFI network for all campus guests. The APSU Office of Information Technology (OIT) has created a knowledge base for [connecting to the guest WiFi network](#). Guest accounts are only valid for 24 hours. Users may request extended access by following the instructions in the [knowledge base](#). The APSU guest WIFI network is not a secure network. Users are required to adhere to APSU's Acceptable Use of Information Technology Resources. Groups that need greater Internet and networking capabilities should contact the Office of Information Technology (OIT) before reservation dates. WIFI and campus networking are outside the scope of any event staff; any issues with these networks will have to be resolved by OIT. The use of any campus network cannot be guaranteed.

Pursuant to [APSU policy 4:030](#), personal networking devices are not permitted to be attached to the APSU network. This includes hubs, routers, switches, and wireless access points. APSU reserves the right to disable any network port that is causing disruption to any or all parts of the campus and residence hall networks until the cause of the disruption is removed.

## Catering and Concessions

You may use APSU Catering or an outside contractor for meals, receptions, or concessions in the lobby. Concession tables must display signs that remind patrons that no food or drink is allowed in the Clement Auditorium. All food/drink items must be consumed prior to entering the venue or thrown away. Any food or drinks found in the auditorium (including but not limited to pieces of food, bottles, wrappers, spills, boxes, etc.) during an event or during the final walk-through may result in additional cleaning fees being assessed. Contact APSU Catering (Sodexo) at (931) 221-7016 for catering needs.

## Copyright and License Information

Pre-recorded audio and video (CDs, DVDs, Blu-ray) that are rented or sold by stores and suppliers throughout the United States are licensed by the copyright owner for home use only.

*The U.S. Copyright Act states that the copyright owner has the right "to perform the copyrighted work publicly." U.S. Code, Title 17, Section 106. This right remains with the copyright owner and is not transferred to the purchaser or lessee of a cassette.*

Since many film/video titles are protected by the U.S. Copyright Act, permission from the copyright owner for a public performance license is required before the work can be performed or broadcast publicly.

To perform or display a work "publicly" is defined as:

*To perform or display it at a place open to the public or at any place where a substantial number of persons outside of a normal circle of a family and its social acquaintances is gathered...U.S. Code, Title 17, Section 101.*

*"Performances in places such as clubs, lodges, factories, summer camps and schools are public performances subject to copyright control." H.R. Rep. No. 94-1476, 94<sup>th</sup> Congress, 2<sup>nd</sup> Session (1976) pg. 64.*

Anyone that violates the U.S. Copyright Act subjects him/herself to statutory damages, forfeiture of equipment and tapes, attorney's fees, and costs of litigation. The penalties for copyright infringement may also include substantial fines and imprisonment.

## Frequently Asked Questions About Copyright

*"Do we need a license if we are not charging admission?"* Yes, the copyright laws apply whether admission is charged or not.

*"What about tapes that I own?"* The purchase or rental of a DVD from a local video store or rental outlet is for home use only and does not carry with it the right to show the work in a public or semi-public place. Also, ownership of a DVD that contains an unlawfully copied movie/song is a violation of copyright laws.

*"Can I tape a television program at home and show it at my organization's meeting or event?"* Each station network has different procedures and policies. Check with the Facilities office.

*"What about Netflix or similar streaming services?"* The same rules apply for these services as for rented and purchased DVDs, etc.

\*Borrowed from *Public Performance Videocassette Programming with Swank Motion Pictures, Inc.*

## Important Contact Information

Morgan University Center and Event Services	(931) 221-6617
APSU Campus Police	(931) 221-7786
Campus Parking and Transportation	(931) 221-7405
Office of Information Technology	(931) 221-4357
Sodexo Catering	(931) 263-4390

