

George & Sharon Mabry Concert Hall

Guidelines for Use & Rental

The APSU Music Department and University Facilities Office are pleased you have chosen us to host your event. Our goal is to make every event the best it can be. This publication is to assist you in the reservation process and to describe the policies and procedures pertaining to the George and Sharon Mabry Concert Hall.

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Reservation Procedures

To Reserve the Concert Hall

1. Contact the Music Department Academic Assistant (music@apsu.edu / 931.221.7818) to request date and time, and to confirm availability. A follow-up meeting may need to be scheduled with the Technical Director to discuss your needs prior to completing the reservation.
2. The Academic Assistant will enter your reservation into the University calendar (EMS).
3. Submit a copy of your technical rider to the Technical Director. The Technical Director may contact you to schedule a meeting/walk-through to discuss your technical / facilities needs.
4. Technical Director will send estimated personnel and technical costs to the University Facilities office who will prepare the contract and invoice.
5. Sign the contract and return the invoice to the University Facilities office.
 - a. The University requires a Certificate of Insurance listing APSU as additionally insured for at least \$1,000,000.
 - b. A deposit of ½ of the total cost is required upfront and the balance is required at the close of the event.
6. You will receive a confirmation email from University Facilities after you have signed the contract and paid the security deposit. Space reservations will not be confirmed until program plans have been reviewed and all necessary arrangements completed. See the information below for facilities, equipment, and technical needs.

Request and Reservation Timeline

The Facilities Office 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 Facilities Office should be notified of space cancellations 24 hours prior to the scheduled event time. 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’, you will lose your security deposit and may be charged for staff that were hired to work the event.

Description of Cost and Fees

Costs and fees are set by the University in consultation with the Technical Director, and determined by the following factors:

- The number of hours/days for the rental
- Additional rooms requested
- Technical demands (lighting, sound, projection)
- Custodial needs

Standard or typical costs include:

1. Daily rate of \$1,000
2. Security deposit estimated at one-half of the total rent
3. Cost per hour for technical needs: \$20 per hour / per person
4. Custodial staff rate of \$200
5. Additional fees:
 - a. MMC 147 and 152: \$100 per day / per room
 - b. Tables and Chairs: Table and chair delivery is free. However, if you would like APSU staff to set-up / strike tables/chairs, an additional fee is assessed.
 - c. Platforms and Risers: An additional fee is assessed if platforms and/or risers are requested

The projected total cost for your event will be determined after you meet with the Technical Director, and will be communicated to you prior to contract signing.

All costs on the confirmation form 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.

Users who misrepresent an event or affiliation in order to avoid fees and charges may incur additional charges and may have their reservation privileges suspended. The Director of University Facilities or designee makes these determinations.

Sponsors are responsible for damages to the facilities or equipment or for inadequate clean-up and will be charged for repair, replace or for cleaning.

Technical Requirements

The George and Sharon Mabry Concert Hall is equipped with the AV technology described below. Consult with the Technical Director 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 Technical Director during the contract negotiation phase of reserving the hall.

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

**Items marked with an asterisk (*) require the services of an AV Technician. (Labor rates as specified by the University Facilities Office). Events requiring an AV Technician also require a meeting with the Technical Director.*

Audio/Visual Equipment*

Sound Amplification: The technical booth houses Beringer X-32 console with basic instrumental and 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 in advance of the event date. If equipment rental is required, contact the technical director to confirm eligibility, costs, and coordination with providers

Lighting: The Concert Hall is equipped with basic theatrical lighting. Front lights are not gelled (colored). LED down lighting is included to provide color and depth on the stage. Two follow-spots are also available (from the 3rd floor balcony / follow-spot room). Lighting needs beyond these capabilities should be noted on the Tech Rider, discussed with the Technical Director, and included on the reservation. Advanced lighting needs may incur additional fees (to focus lighting before the event and to return lighting to its standard arrangement after your event).

Projection: The Concert Hall is outfitted with one projector, as well as one large screen.

Timeline for AV Needs: Any prerecorded music, video, and/or audio visual presentations must be submitted at least three days prior to the event to ensure that it is compatible with the hall's equipment. If submitted less than 72 hours in advance of the rehearsal period or performance, the staff are not responsible if it does not function correctly.

Additional Equipment

Chairs and Stands: Musician chairs and music stands are available for almost any size group.

Platforms and Rises: Choir risers are available for groups up to 100 persons. Platforms are available for basic needs (orchestral / jazz band / etc...).

Percussion: Percussion equipment, electronic keyboards, amplifiers and instruments may be used only with the prior permission of the appropriate faculty member.

Pianos: The Concert Hall houses a Steinway Concert Grand and a Bösendorfer Concert Grand piano. The pianos only may be used with special permission.

Lecterns: The Concert Hall has two lecterns.

General Information & Procedures

Description of the Facilities

The George & Sharon Mabry Concert Hall is a 532 seat venue. With the orchestra pit lowered to house level, total seating is 592. In addition to the concert hall, users also have access to three dressing rooms adjacent to the concert hall. Three rehearsal rooms adjacent to the concert hall are available for additional fees, pending availability. With prior notification, the box office, lobby and mezzanine are also available at no additional charge.

Building Access

If you will need access to the building on evenings or weekends (anytime outside of regular business hours [8:30am-4:00pm, M-F]), special arrangements will need to be made with University Facilities and Campus Security to ensure buildings/rooms will be unlocked. This will need to be communicated to University Facilities as you negotiate your contract.

Furniture and Room Arrangements

Only MMC Staff may move furniture and equipment in the MMC building. If you need to alter the furniture equipment or general set-up of a room (including the concert hall and lobby) contact the concert hall staff.

Parking

During business hours parking on campus is reserved for students, faculty and staff. A guest parking pass is required for all non-campus personnel. You may park for load-in and strike in the loading dock area, located on Jackson Alley, behind the Concert Hall. Discuss your parking needs as you negotiate your contract. You may need to contact Campus Parking and Transportation at 931.221.7405 or parking@apsu.edu for more information or to receive a guest pass. A parking map is available at https://www.apsu.edu/map/pdf/MapParkingAreas_2017.pdf

Food and Drinks

Food and drinks are allowed in most spaces except the Concert Hall where food and drinks are not permitted at any time. Water is permitted only in sealed containers.

Restricted / Prohibited Items

The following Items are not permitted in the Music/Mass Communications Building (this list is not exhaustive and further materials may be subject to restriction. Contact the Technical Director for other questionable items):

- Glitter
- Feathers
- Sequins
- Confetti, artificial snow, or other “dropped material” unless given permission from the technical director
- Spray string (silly string)
- Helium balloons
- Candles / open flames

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 without approval from an authorized MMC staff member. Blue painters tape and poster putty is allowed on all wall surfaces. Only cloth backed and / or plastic tape is allowed for use on the stage floor (gaffers tape and spike-tape only).

Any decorations or set pieces that are hung from battens above the stage must use hardware that is OSHA approved for overhead hanging. If in doubt, the MMC Technical Director will make the determination.

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 on the contract. After your event, the Technical Director will inspect the facility and determine if an additional cleaning charge is necessitated. 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 damages to the facility and adjacent areas, including rest rooms, incurred by guests of the event.

Seating Capacity

Admitting audiences that exceed maximum seating capabilities is a violation of Fire codes and is not permitted. The Technical Director has 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 facility or the concert hall arrangements described on the contract.

Security

MMC Staff cannot act as security for events. Groups sponsoring events that are likely to attract crowds near or in excess of 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

Automated External Defibrillator (AED)

The Music/Mass Communications building has an AED station located in the main lobby area near the elevator on the first floor.

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.

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 concert hall. All food/drink items must be consumed prior to entering the venue or thrown away. Contact APSU Catering (Chartwells) at 931.221.7016.

Copyright and License Information

Pre-recorded audio and video (CDs, DVDs, Bluray) 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, 94th Congress, 2nd 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

Q: "Do we need a license if we are not charging admission?"

A: Yes, the copyright laws apply whether or not admission is charged.

Q: "What about tapes that I own?"

A: 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.

Q: "Can I tape a television program at home and show it at my organization's meeting or event?"

A: Each station network has different procedures and policies. Check with the Facilities office.

Q: "What about Netflix or similar streaming services?"

A: 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.*