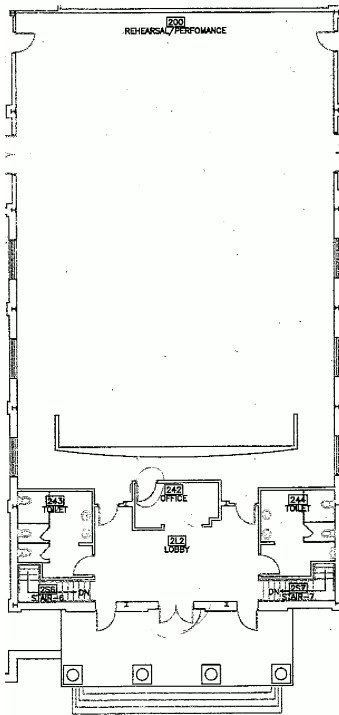


## PERFORMING ARTS STUDIO POLICY

All individuals and/or groups using the facility are expected to understand and agree to the policies set forth in this document and to have submitted any necessary paperwork prior to the reserved date being confirmed.

### Purpose of the Performing Arts Studio (PAS)

The purpose of PAS is to support the work of faculty and students in the Department of Music. Of secondary importance is the desire to assist other Emory arts departments and student arts groups with events not suitable for their spaces.



### Definitions

The space: Use of PAS includes the performance space (Room 200) as well as use of dressing rooms, box office, lobby, and restrooms.

### PAS Capacity:

Audience capacity: 240

Maximum capacity: 260

### Reservation and Usage

Reservation requests should be received at least 30 days in advance. All requests will be subject to Music Department approval and require additional fees if extra technical support staff is needed for the event. To reserve PAS, fill out the [Performing Arts Studio \(PAS\) Request Form](#) online. Any questions about scheduling the PAS should be directed to the Music Department main office at 404-727-6445 or [music@emory.edu](mailto:music@emory.edu).

### Who can reserve PAS?

Emory University departments and sanctioned Emory student organizations can reserve PAS. It is not appropriate for Emory groups to reserve the space for off-campus groups. If an off-campus group wants to reserve the space, they should contact the Department of Music directly.

No political, religious, or fundraising events may be held in PAS:

- Political is defined here as having the organization utilizing PAS or the subject matter of the event being associated with a political party, elected official or candidate for elected office, or specific piece of legislation.
- Religious events are defined here as a worship service. The performance of sacred music is allowable.
- Fundraising is prohibited when the event collects money, either through ticketing or direct giving, for any purpose other than to recoup operating costs of the event.

### Reservation Confirmation

Reservations will be confirmed by the PAS Theater Technical Assistant (PAS TTA) upon receipt and acknowledgment of an executed Space Use Agreement and any required deposit.

### Cancellation and Changes to Reservations

All cancellations must be made in writing at least five business days before the event load-in date. Cancellations made after this deadline may be subject to a cancellation fee.

All changes (times, setup requirements, technical needs, etc.) must be received in writing at least three business days prior to the event load-in date. Any changes made after this deadline are subject to approval and may be charged a fee.

### Deposits

A space-use deposit equal to the performance fee may be collected for all events requested by off-campus groups. This deposit will be credited toward the final space use fees.

### Cancellation and Refund of Space Use Deposits

Space-use deposit refunds will be made as follows:

Cancellation 90 or more days before an event: 100%

Cancellation 30-89 days before an event: 50%

Cancellation 29 or fewer days before an event: NO REFUND

Events canceled due to the University's inclement weather policy, labor difficulties, strike, epidemic, interruption of transportation, or any other event proven beyond the control of the Sponsoring Organization or the Department of Music, will result in a full refund of the facility use deposit. Alternatively, the Sponsoring Organization and the Department of Music may reschedule the event at a later date mutually agreed upon by the both parties at the originally agreed upon payment terms.

### Payment Arrangements

Payment of all deposits is due at the time the event agreement is signed. Confirmation will not be made until the deposits have been received. Final payment is due on the date specified in the agreement between Sponsoring Organization and the Department of Music. Deposits and final payments may be made through interdepartmental account transfer or an method pre-arranged between the Sponsoring Organization and the PAS TTA.

### Technical Services

PAS has permanently installed audio-visual equipment inside the theatre. The audiovisual systems contain a projection screen and data projector with hookups for all standard laptops operated by touch panel. PAS also has a variety of stage lighting and sound equipment. In most cases, the use of PAS owned audio-visual equipment requires an additional technician. Audio-visual services must be coordinated at least seven days in advance with the PAS TTA. All personnel operating equipment owned by PAS must be contracted through the PAS TTA as part of the Space Use Agreement.

In addition, at least one house manager must be contracted through the PAS TTA as part of the Space Use Agreement. Other event staff will be determined on a case-by-case basis. All event staff and volunteers brought in by the Sponsoring Organization must abide by PAS Policies, including verbal directions given by PAS personnel.

#### Food and Beverage

Food and drinks are only allowed in the Burlington Road Building lounge and on the patio adjacent to PAS. The Sponsoring Organization is responsible for any catering costs and set-up. Catering logistics should be coordinated with the PAS TTA at least five business days before the event.

Distribution of alcohol at events related to PAS must abide by all Emory Alcohol Policies (<http://policies.emory.edu/8.8>), including proper event registration, host training, pre-approved servers and age verification. Proof of event registration, host training, and servers licensing must be given to the PAS TTA no later than five business days before the event date.

Smoking, vaping, or the use of other tobacco products is prohibited in all parts of PAS, the Burlington Road Building and surrounding grounds. Emory University is a tobacco-free environment. (<http://policies.emory.edu/4.113>)

#### Cleanup

Any group reserving PAS must leave any rooms used during the event in the same condition they were found. This includes responsibility for the removal of signs, advertisements, decorations, trash, etc. from PAS and from hallways, common areas, or other parts of the building that may be affected.

If an event results in damage to the facility (including but not limited to PAS, the booth, lounge area, dressing rooms, corridors, lobby, bathrooms, etc.) or the need for excessive clean-up, additional fees will be charged to the Sponsoring Organization to cover the costs of repairs or cleaning. In addition, future reservation privileges may be suspended.

#### Event Ticketing

It is strongly recommended that groups intending to ticket their event should do so via the Dobbs University Center. Ticketed events may require extra ushers to be provided by the Sponsoring Organization. Any event found to be ticketing without previously informing the PAS TTA may have their event cancelled.

#### Parking

*Weekdays:* During weekday hours, paid parking is available in the Lowergate Visitor Deck. There is limited parking in the surface parking lot between the Burlington Road Building and the North Decatur Building. The majority of this lot is reserved for Emory employees until 5:00pm.

*Nights and Weekends:* After 5pm on weekdays and all day on Saturday and Sunday, the adjoining surface lot is available for event parking. If this lot is full, free parking is also available in the Lowergate South permit deck. Both permit and visitor Lowergate decks are just west of the North Decatur Building. Lowergate Visitor Deck is always paid parking.

#### Liability

Emory University shall bear no responsibility or liability for any damage to or loss of any equipment, merchandise, or articles brought on to the PAS premises or its surrounding grounds, no matter the cause.

The Sponsoring Organization shall be responsible for payment of any and all charges relating to their event, including any costs, charges or expenses relating to any claims of third parties arising from or related to the Sponsoring Organization's event.

#### Access, Disability Services and Resources

Emory provides all persons an equal opportunity to participate in and benefit from programs and services afforded to others. In all promotional materials for your event, please include the following statement from the Office of Equity and Inclusion, using the Event Contact name and contact information or the Event Sponsor's name and contact information as necessary:

*If you require a disability-related accommodation to participate in this event, please contact (name, host department) at (phone number, email) to arrange services. Early requests are strongly encouraged to allow sufficient time to meet your access needs.*