

University Center Auditorium Use Policy

THE UNIVERSITY OF TENNESSEE AT CHATTANOOGA

University Center

642A East 5th Street

Room 226, Dept. 1501

Phone: 425-4455 Fax: 425-2243

www.utc.edu/uc

Use of the University Center Auditorium follows the campus Facilities Use policy. It is available for special event type programs (i.e., lectures, student activity programs, and plenary conference sessions). It seats 300 persons. The Auditorium does not have theatrical lighting. A picture of the space is located on our website, www.utc.edu/uc/rooms.

General Guidelines

- Regular (weekly, bi-weekly) meetings of student organizations, campus departments, or community groups cannot be reserved/guaranteed during a normal business week (Monday-Friday), as the auditorium is intended for special, one-time type events. A group may be able to reserve up to 3 dates (may or may not be consecutive) for a regular meeting during the business week. The requests for other dates will be tentative and are subject to be bumped for a special one-time event.
- All programs/events must be held within the framework of scheduled/reserved time.
- Groups reserving the auditorium for events that need to be rehearsed (pageants, fashion shows, plays), will be allowed, if available, to reserve the space for 2 practices, 1 dress rehearsal, and the event for a total of 4 reservation dates maximum.
- Rental fees and required University services are determined by the policies of the Facilities Use Committee and the University Center.
- If the group reserving the Auditorium needs a small waiting area, dressing room, prep area, etc., the University Center has a “green room”. The room is called the Coosa Room and any group that needs to

reserve this space should make prior/advance arrangements with the University Center staff.

Decorations

- Candles are prohibited. Recommended alternatives are the use of LED lights or battery-operated votives.
- All decorations must be discussed with the Assistant Director of Operations or Night and Weekend Manager in advance. Decorations are defined as any planned stage decorations, banners for backdrops, posters, etc. You may not glue, tape, or pin anything to any surface in the auditorium. Glitter, small plastic cut-outs, confetti, may not be used on the stage or in the audience. Decorations must be pre-made and not made on-site in the auditorium. Items may not be thrown in the audience during programs.
- Any helium balloons must be weighted down. All stage props must be approved in advance by the University Center. All decorations and/or props must be removed from the Auditorium at the conclusion of the event.
- Fog/smoke machines are prohibited.

Maintenance

- Groups using the auditorium are responsible for leaving the auditorium in the condition that it was accepted. This includes removal of trash and recycling of all recyclable materials (paper programs, plastic bottles, aluminum cans, etc.). Clean up shall be done immediately after the program in preparation for the next scheduled event.
- The auditorium stage surface is wooden. Equipment must not scratch the floor. Items for the stage must be carried or wheeled rather than pulled or dragged. Groups using the stage are responsible for the condition of the floor.

- The sponsoring group is also responsible for the maintenance and cleanup of the Coosa Room, if the space is reserved in conjunction with the Auditorium event.

Audio/Visual/Technology

- The auditorium has computer technology, CD, DVD, VHS, etc. equipment. The sponsor must plan for audio/video/visual needs in advance of the program with Media Resources, (423)425-4197. Objects must not be placed on the computer screen on the podium top. The appropriate sound level for audio will be determined and followed. It may be required for groups hosting events at night to hire a technician from Media Resources to ensure the proper use of auditorium equipment; additional fees may be required for this service. Groups are not permitted inside of the sound booth.
- All films must be licensed by an authorized distributor, before the film can be used for a public screening. The showing of films must be in compliance with federal copyright law.

Safety Guidelines

- The auditorium admissions are controlled by fire code standards of 300 persons. Standing or sitting in the rear or aisles is prohibited. No exit area may be blocked with equipment or persons. Extra chairs may not be brought into the facility.
- Tickets may be required by the University Center for events expecting more than 200 persons. If the number of persons attending the event is unclear, the sponsoring group must have a discussion with the University Center to determine a best estimate. During this discussion, crowd control will also be addressed. The sponsoring group may need to appoint or hire ushers, or hire security. The University Center will provide roll tickets and it will be up to the sponsoring organization to distribute these tickets and monitor attendance for the event.

- If the sponsoring group is from off campus, and is not familiar with the University Center building, the group must read a safety announcement detailing what is to be done and where to go in case of emergency. This announcement is laminated and at the podium. It needs to be read at the start of the event.
- UTC Police will be required at any event where admission is charged at the door. The organization will be responsible for the cost of having a UTC police officer present for the event. These arrangements can be made through UTC Police Lieutenant of Operations, (423)425-4074.

Catering

- Food and drink are not permitted in the auditorium.
- All catering for a reception outside the Auditorium must be arranged in advanced by Campus Dining Services, (423)425-4200, and the University Center Staff.

Additional Guidelines

- Any special University and or University Center services required for events will be billed to the sponsoring organization or contact person. These include staffing, security, audio/visual personnel, and custodial services.
- A contract with the University and insurance may be required.
- All books sales must be discussed in advance with the Bookstore, (423)425-4107, and University Center Staff.
- Any other sales need to be discussed and approved by the Facilities Use Committee and University Center, in advance.
- Tobacco is prohibited.
- Last minute requests and changes cannot always be accommodated.
- Do not advertise events unless you get a written or email confirmation from the University Center.
- Additional guidelines may be added.

I have read and agree to follow the regulations for use of the UTC University Center Auditorium. All student organization events require the signature of the president of that student organization, as well as the signature of a responsible contact.

Event _____

Date of event _____

Responsible Contact for the event (print)

Signature

Student Organization President (if applicable)

Please retain a signed copy of this policy, for your record.