## Winter Visual and Performing Arts Center Event Policy

*The Office of the Visual & Performing Arts consists of two Centers: The Winter Center & The Ware Center. In this document, both Centers are referred to by the abbreviation, VPAC, Visual & Performing Arts Centers.*

**WINTER CENTER:** The Winter Center is designed to meet the needs of the students and faculty in Art/Design, Music and Theatre as well as University students, the public and arts professionals. The Winter Center also houses the music department, offices and classrooms and supports the visual and performing arts departments; therefore first priority is given to the departments of Music, Theatre and Art & Design to plan for classes, public events and opportunities for visiting artist interactions. The Winter Center is located at 60 W. Cottage Ave, Millersville, PA 17551.

**WARE CENTER:** The Ware Center at Millersville University Lancaster is host to a broad spectrum of cultural and artistic events, performances, and exhibitions in art, dance, film, classical and non-classical music, special events, family programing, multi-cultural presentations, lectures and small theatrical productions. More often than not, the Ware Center is limited in the space available to student organization events due to the nature of the facility, its busy artistic season calendar, and the obligation to produce revenue from rentals to support its activities. The Ware Center is located at 42 N. Prince Street, Lancaster PA 17603.

Student organizations may request dates for events after March 1, 2014 for the 14/15 academic year, meaning an event that occurs between July 1 2014 and June 30 2015. No student organization events will be scheduled on Millersville University observed holidays. Classes scheduled at each Center are not to be displaced.

**How does my group schedule an event?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| WINTER Space |  | Reservation Times | Who to Contact | Approved By: |
| Biemesderfer Concert Hall  & Murley Recital Hall | Monday – Thursday (all day);  Friday to 4 pm | | Music Dept  872-3357 | Music Dept |
| Biemesderfer Concert Hall | Fridays after 4 pm, Saturdays &  Sundays | | VPAC Director’s office  871-2308 | Directors Office |
| Clair Performance Hall | Any day; any time | | VPAC Director’s office  871-2308 | Directors Office |
| Recording Studio  (non-class lab work) | Any day; any time  *Non-Music Majors & Outside Clients should contact the VPAC Front Desk extension; Faculty & Music Majors should contact the Director of MBT* | | Director of Music Business  & Tech. x4651 OR VPAC Director’s office 871-2308 | Director of Music  Business & Tech. and/or  VPAC Director’s office |
| WARE Space |  | Reservation Times | Who to Contact | Approved By: |
| Steinman Hall, Lyet Lobby, Atrium, Grand Salon, Binns  Room, von hess Library, classrooms, etc | n/a |  | VPAC Director’s office  871-2308 | Directors Office |

Please note:

* Winter Center: Practice rooms, Isaacson Dance Studio, and Room 202 are available for student use. Contact the Music Dept office for the procedure in blocking specific times for these rooms.
* We do not schedule any rooms for general meetings or parties. Please contact the Library or Bolger Conference Hall for meeting reservations.
* All furniture (i.e. desks, chairs, tables) must be returned as originally found.
* For building tours, please contact the VPAC Info Desk at 717-871-2308.

**WARE CENTER:** Although reserving space for your own activity/event is limited, it may be possible for student organizations to be involved with First Fridays at the Ware Center. The objective would be to highlight and showcase your organization to the hundreds/thousands of people that walk through the doors during the event. Examples could be providing a snippet of your next dance routine, or showing the latest robot that your organization developed, etc. However, your involvement cannot be to raise money. To discuss these possibilities, please contact Stacy Rutherford, Assistant Director at 717-871-7029.

**Steps to reserve space for a public event:**

1. Using the contact chart on page 1, please contact the appropriate office to inquire about availability. If applicable, a rate sheet will be provided.
2. If event includes a visiting artist, the technical rider must be provided at the time of reservation. A complete executed contract must be forwarded to the Director’s office no later than 6 months in advance of the event. Charges may apply. No changes may be made to the technical rider once contract is signed.
3. If approved, the event is placed on the Astra calendar by the Director’s office. A confirmation email from Astra is sent to the person requesting the space.
4. An agreement including an estimation of charges is issued to the requestor for the space outlining agreed upon needs and fees.
5. For a day-long event, festival or camp that is multiple consecutive days, the event must be discussed and approved by Director before any commitments are made.
6. **ALL** users must have a Center staff person present and responsible any time the VPAC is in use for a public performance. This includes all technical preparations and rehearsals. The staff members serve a supervisory role overseeing the whole production and ensuring that fire laws, safety rules, and building guidelines are obeyed. He/she will oversee front of house, stage management and lighting/sound operations.

**Why do you charge fees?**

* Student Organizations are responsible for the following based on the overall Facility Rental Charges Guidelines:
* Winter Center
  + No facility rental fees apply, however organizations are responsible for all out of pocket expenses. We do not charge rental of equipment to student organizations at the Winter Center.
* Ware Center
  + Facility rental rates DO apply, at a discount (50%); and organizations are responsible for all out of pocket expenses.
* Examples of Out of Pocket Expenses: (rate sheets are available for full detail)
* The Winter Center staff support the class and event needs of the Theatre, Music and Art & Design departments M-F 9am to 5pm, evenings and weekends. An additional event in the evening or on weekends requires the staff to work overtime so those costs are charged to the sponsor of the event. The rate for the Winter Center staff is $35/hour.
* Security is required at the Ware Center, $35/hour/person

**What type of events can be held at the Winter & Ware Centers?**

The Winter & Ware Centers are built for the fine and performing arts – so dance, theatre and acoustic music work best. We don’t generally approve non-arts related lectures, popular music and comedy (we don’t have enough seats!), or social dancing and private group events. We would recommend the Student Memorial Center or Pucillo for those events.

**Performance Spaces:**

Clair Performance Hall, Winter Center

Audience seating: 650

This venue can accommodate cultural, modern, contemporary or ballet dance groups (not social dancing), theatre/musical performances, solo performances, video, and lectures.

Biemesderfer Concert Hall, Winter Center

Audience seating: 290

This venue can accommodate chamber music, orchestra, solo piano, solo voice or choir, and lectures. Not appropriate for amplified sound (rock bands etc.) There is no wing or fly space for scenery or costume changes.

Steinman Hall, Ware Center

Audience seating: 350

This venue can accommodate cultural, modern, contemporary or ballet dance groups (not social dancing), theatre/musical performances, solo performances, video, and lectures.

Grand Salon, Ware Center

Audience seating: 100

This venue can accommodate theatre/musical performances, solo performances, video, and lectures.

**Who will work on my event?**

* **ALL** events must have a VPAC staff person present and responsible any time the VPAC is in use for a public performance. This includes all preparations and rehearsals. The staff members serve a supervisory role overseeing the whole production and ensuring that fire laws, safety rules, and building guidelines are obeyed. He/she will oversee stage management and lighting/sound operations but will not be made responsible for any particular crew position (i.e. light board operator, sound board operator, etc.) Tech ops may be employed with approval by VPAC staff.
* If a technical rider is supplied by the artist it is the VPAC staff responsibility to implement. No changes may be made to the technical rider once contract is signed.
* Student workers who have been properly trained and approved by VPAC staff may run lighting control boards, sound boards, follow spots, and/or the fly system under the guidance of VPAC staff. Shows with complex cues require at least one technical rehearsal. The performing group staff member who is familiar with the running of the show is to be provided by the group to call the cues.

**What are the building rules?**

* No smoking, food or drinks are allowed in any of the performance areas (Concert Hall, Performance Hall, Dance Studio, Recording Studio, Piano Lab) at any time except for those that may be necessary for the performance. The Winter Center building closes at 11 p.m. no exceptions.
* No smoking in or around Winter & Ware Centers except in designated areas

**Ticketing / Audience Seating**

* Tickets are available for purchase in person at the Ware Center and in the Student Memorial Center. Online tickets may be purchased at [www.artsmu.com](http://www.artsmu.com/) or calling 717-872-3811.
* Shows must not be oversold. Any seats sold over this number result in fire code violations.
* All events must be ticketed regardless of ticket price (even free events).
* No sitting or standing is allowed in any of the aisles or walkways.
* A House Manager and ushers are required for every event.
* You are responsible for contacting Ticket Services for your event and paying for box office expenses

**Marketing/Promotions**

* Posters, flyers, cards, banners etc. are only permitted on bulletin boards and must be approved through the University at the Info Desk in SMC. Nothing may be attached to any walls or windows in the building. If it is not authorized, it will be taken down.
* Events happening in the building will be on the event calendar on the website and on the flat panel screen at each main entrance.
* All additional event promotions should be coordinated with the University Marketing and Communications
* Department by using the online request form.
* Audience programs need to use approved event template. Please contact the Director’s office for the template.

**Parking**

* Winter Center:
  + Patrons may be dropped off in front of the Winter Center and event parking is located in the West Cottage Street garage in Millersville. Handicapped parking is available inside the parking garage and on the surface lots to the left of the building.
  + The Winter Center Office is responsible for ensuring event parking needs are communicated to campus police.
  + During the work day, visitors may park in the West Cottage Street parking garage. When leaving, visitors must obtain a parking voucher at the Winter Center Info Desk or the Music Department Office.
* Ware Center:
  + Working through the Ware Center Events Coordinator, with advanced notice, your guests can be provided discount coupons to a nearby parking lot and the Prince Street Garage.