



DEPARTMENT
of MUSIC

**USE of FACILITY
HANDBOOK**

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Preface

Welcome to the Luella Bennack Music Center at the University of the Incarnate Word. This handbook contains the policies and procedures for the use of all Music Center spaces. Please be sure that you have read and understood these policies and procedures *before* signing the Facility Use and Rental Agreement form, so as to make the best possible use of our venues for your event, and plan ahead for any adjustments. These policies and procedures have been developed to ensure the safety and success of your event, as much as is possible. Any questions regarding policies and procedures may be directed to our Venue Manager, Melinda Wright, by phone at 210-829-3855 or by email at mtwright@uiwtx.edu. Please note, some of these policies are set by The University and therefore cannot be adjusted.

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Rental of Venues

General Policies

The Luella Bennack Music Center (LBMC) is primarily an academic facility. All events must be scheduled around university and Department of Music activities. Events happening Monday thru Friday before 5pm will require all attendees to have temporary parking permits (see ***Parking*** for more details) and may not have guaranteed parking nearby.

Any event deemed to be potentially damaging to the facility will be denied, and the reason given. Please note these spaces are designed for music-oriented events such as concerts and recitals. The stage floors are not designed to hold heavy objects such as set pieces, and topical dance floors are not permitted.

As a general rule, only one non-departmental event will be scheduled in the LBMC during a specific time period, unless the second requested event is a rehearsal that would not interrupt the first event. The Venue Manager will maintain a list of available times and spaces.

Pricing

The rental fee for LBMC spaces will vary depending on the type, size, and location of the event. Some additional charges may apply, depending on the resources needed to fulfill the request. An automatic \$200.00 Instrument Fee will be implicated for use of the pianos or any other UIW Music departmental instruments. (Instrument use is subject to availability as determined by the UIW Music faculty.) The ***Venue Request Form***, completely filled out, will help determine the final rental cost. Failure to properly fill out the ***Venue Request Form*** may result in the request being denied. Please contact the Venue Manager, Melinda Wright for any questions or concerns.

Time Frame (Rental Window)

When making a request, consider the entire time frame (“Rental Window”):

- Setup
- Warm-up (if applicable)
- The actual event
- Break down
- Clean up
- Reception (if applicable)

The total event must be completed within the specified Rental Window, as stated on your contract. If more time is requested, there will be an additional fee.

VENUE	TYPICAL RENTAL WINDOW
<i>Concert Hall / Seddon Recital Hall</i>	
Large non-music events	4 hours
Concerts/Recitals	4 hours
Meeting/Lectures/Speakers	2 hours
<i>Lecture Hall (Room 201)</i>	2 hours
<i>Room 222 or 321</i>	2 hours
<i>Rehearsal / Dress Rehearsal</i>	3 hours maximum

Booking Process

After reading this handbook, please fill out a copy of the **External Venue Request Form** and email it to the Music Venue Manager, Melinda Wright (mtwright@uiwtx.edu). Ms. Wright will contact you about the availability of the space and provide an estimated rental fee. If you do not have a desired date, please list potential dates, in order of preference, in the “Additional Information” box.

Venue Requests must be submitted at least 45 days prior to the event; the rental agreement must be finalized at least 30 days prior to event. Events requests submitted within the 45-day window will have same rental rates; however, equipment or resources may be limited or unavailable.

All forms must be completely filled out as failure to do so may result in the denial of your request. Please fill out the forms as accurately as possible. If conditions change, please notify the Venue Manager. Any questions about how to fill out the forms can be directed to the Venue Manager. The withholding of certain information from the Venue Manager, in order to reduce rental fee, will immediately cancel your event and any deposits or funds will be forfeited. **All changes and adjustments need to be reported to the Venue Manager.** Additional information may be needed to ensure the most accurate rental fee estimate. NOTE: for non-profit organizations, a copy of your 501 C3 Tax Exempt Status must be submitted with your request.

Approval Process

Upon receipt of your request, the Venue Manager will determine whether the event is appropriate, and the space(s) is available. More information may be requested to answer any remaining questions, and provide an accurate rental fee estimate. Once everything has been cleared the request will be sent to the chair of the UIW Department of Music for final approval.

Payment Timeline

After an event has been approved, a ***Facility Use And Rental Agreement*** form will be sent to you along with an itemized rental fee invoice. The form must be signed and returned along with a non-refundable deposit of 15% of the rental fee. The reservation will not be finalized until the deposit is received. The remaining balance must be paid no less than 24 hours prior to the Rental Window start time. Cancellation of an event can be made up to 24 hours prior to the start of the Rental Window with full refund of rental fees minus the 15% deposit.

Internal (UIW) Requests

For UIW requests, please consult the ***Internal Request Guidelines Handbook*** for more information. Internal Request forms are to be filled out for: UIW official school events, UIW departmental events or meetings, faculty events (full-time and part-time), and any other events related directly to UIW. For any questions feel free to contact the Music Venue Manager, Melinda Wright.

Facility Guidelines

Venue Specifications

Below is a description of each of the LBMC venues available for rental.

The Concert Hall

Formally the Fine Arts Auditorium, now a state of the art concert hall designed primarily for music events. The Concert Hall specifications include:

- 494 seats with six open spaces for accessibility needs
- Variable acoustics, from 1 to 10 second reverb
- Approximately 20 x 30 foot stage
- One backstage dressing room with restroom
- Overhead stage lights with adjustable intensity
- LED lighting fixtures that can be changed to any color in RGB spectrum
- Steinway D Grand Piano
- Backstage wings not connected

Seddon Recital Hall

A smaller performance space, suitable for more intimate events such as student and faculty recitals, meetings, and lectures. Seddon Recital Hall features include:

- 101 seats with accessible seating in the front & back rows
- Approximately 13 x 20 foot stage
- Dimmable stage and house lights
- Steinway B Grand Piano (cannot be removed from stage)
- Small backstage area

Choir Hall

This room is used for choir rehearsals and classes that require a large floor space. The choir hall contains:

- Movable chairs that can be configured for rehearsal or classroom needs
- Sound absorption panels, and sound deflectors to maintain a basically dry acoustic environment, desirable for ensemble rehearsals
- Steinway Grand Piano
- Portable Clavinova Keyboard
- Dry erase board
- Projector with drop down screen and wall mounted speakers

Band Hall

This space is primarily used for band rehearsals and instrumental courses. The band hall contains:

- Movable chairs that can be configured for rehearsal or classroom needs
- Sound absorption panels, and sound deflectors to maintain a basically dry acoustic environment, desirable for ensemble rehearsals
- Portable Clavinova Keyboard
- Dry erase board
- Projector with drop down screen and wall mounted speakers

Venue Care

It is the responsibility of the client / renter to use all means possible to care for and protect the music facilities. The guidelines below must be followed by all clients, performers, and event attendees (as applicable). Failure to do so will result in the event being cancelled and will impact future opportunities for renting.

- No items, including signs, may be placed on the walls or doors.
Freestanding stage and hallway decorations are permitted; however, they must follow fire and safety codes and may not damage or leave marks on the floors, walls, or ceilings. Items cannot block hallways, stairs, fire extinguishers, or doorways.
- No food or drink is allowed inside the Concert Hall, Seddon Recital Hall, the choir room, the band hall, or the lecture hall.
- No items are to be dragged across the Seddon Recital Hall or Concert Hall stages. This includes chairs. Use appropriate lifting and moving for items to prevent scratching of the floors.
- All venue spaces must be left in the condition prior to the event. Please make sure to give ample time to properly clear the spaces and return them to their original condition, prior to the end of the Rental Window time.
- As per university guidelines, only service animals are allowed in the building.
- Be respectful of the space. Please clean up spills immediately and contact the Venue Manager for additional assistance.
- For any events held in the Concert Hall or Seddon Recital Hall, please wipe up instrument water-key emissions from the floor.
- Pianos (if approved for use) may be tuned by UIW Department of Music piano technicians only. Arrangements for tuning will be made through the Venue Manager and notated on the rental contract.
- No items whatsoever may be placed on a piano (other than the piano's protective dust cover).

Safety

Safety is a top priority. Adherence to the following protocols will help ensure everyone's safety.

- Access to all UIW Music facilities must go through the Venue Manager. UIW faculty or staff may not unlock areas for clients unless directed by the Venue Manager. Failure to comply will prevent future uses of UIW venues.
- No guests are allowed beyond the first floor, with the exception of an event occurring in the 2nd Floor Lecture Hall or in the classrooms. Anyone needing to visit the upper levels must be escorted by Venue Manager.
- Guests must remain seated during performances. No standing audience is allowed. Aisles in the Concert Hall and Seddon Recital Hall must remain clear.
- Use common sense. Roughhousing is not permitted and will result in immediate removal from the facility. Under aged guests must be supervised by a legal adult.
- Events may not go past 11pm. All guests and clients must leave the UIW campus before 11:45pm.
- For more information about security and safety please contact Campus Police.

Security

Effective June 1, 2018, external events in the Luella Bennack Music Center will require security officers for the following conditions:

- The event is occurring with minors, under the age of 18, as performers and is expecting attendance of over 200 guests.
- The event is ticketed or asking for donation for entrance to the event.
 - o The Licensee must disclose intent to sell tickets or the requirement of a “suggested” donation to the Venue Manager.
- The event will be serving alcoholic beverages.
 - o Length of security requirement is based on the guidelines set in the Alcohol Policy by the University of the Incarnate Word.
- An event when the Venue Manager or the University of the Incarnate Word deems security is necessary for the safety of the guests and performers.

For events under this condition, there will be a security fee for up to three officers. The minimum length for security is 3 hours. Based on information given on the external request form, this length may be extend to ensure the safety of attendees and performers. For questions, please contact the Venue Manager.

Parking

On weekends and events starting after 5pm, parking is available in the lots adjacent to the Luella Bennack Music Building. For large events, please coordinate with the Venue Manager to reserve event parking (This may incur an extra fee).

Events held Monday thru Friday before 5pm will have limited parking availability:

- All attendees of the event will need to receive a temporary parking permit.
- Two weeks prior to the event, clients will need to submit a list of attendees with the following information for each: Make and Model of Vehicle, License plate, & Driver license number. Temporary permits will be located at Visitor Information/Parking Office.
- There is no guarantee of parking closed to the LBMC, and guests may need to park elsewhere on campus.

Housekeeping

Events occurring in the Concert Hall or will be providing food and drink to attendees and/or performers will incur a housekeeping fee. The housekeeping fee is \$25 per hour and length will be based on information given in the external request form.

Audio & Visual Equipment

Audio & Visual equipment may be requested for your event. Below is a list of available equipment. All requests must be made no less than 10 days in advance to ensure the item's availability.

- LCD Projector
- Portable Screen
- Laptop (PC only)
- Document Camera
- DVD/VCR Combo
- Presenter (clicker for presentation slides)
- Cordless Microphone
- Corded Microphone
- Lapel Microphone
- Microphone stands
- Medium PA System (for crowds of 100 or less)
- Large PA System (For events held in the Concert Hall)

Event Equipment

Tables, stands, and signs are available for use in specified areas in and outside of the Concert Hall and Seddon Recital Hall. Please note that items may not be available for reservations made within the 45-day window, so please plan accordingly.

For Rehearsal Use

There are chairs in the Band Hall and Choir Room that may be arranged for rehearsals. Music stands are in the Band Hall. Please remember to return items to their original locations at the end of your rehearsal. All classrooms have standard desks and chairs, with the exception of the RM 201 (The Lecture Hall) that has fixed desk rows with chairs and built-in electrical outlets. Please inform the Venue Manager if you wish to use the piano for rehearsal, so that it can be unlocked. Piano use is prohibited without permission from the Venue Manager. Regardless of piano use, no items may be placed on top of the piano.

Dress Rehearsals

For events happening in the Concert Hall or Seddon Recital Hall, a dress rehearsal can be requested, for an additional fee. All other rehearsals must use the Choir Room, Band Hall or any of the classrooms. The dress rehearsal time will be set between you and the Venue Manager, and will not exceed three (3) hours. After the dress rehearsal, all chairs and stands must be returned to their storage area. No food or drink is allowed in the Concert Hall or Seddon Recital Hall at any time.

Student Recitals

Non-UIW organizations can request Seddon Recital Hall for their student studio recitals. The Concert Hall is not available for student recitals. The total Rental Window will be no more than four (4) hours. It is the sole responsibility of the recital organizer to arrange for clean up within the allotted time frame. Recitals involving young performers may not have alcoholic beverages served at their reception, if they choose to have one (see **Receptions**, below)

Receptions

Reception for Events

Receptions are allowed for Concert Hall and Seddon Recital Hall events. Reception areas are limited to the lobby in front of the Concert Hall, or the hallway outside of Seddon Recital Hall. Once again, no food or drink is allowed inside the Concert Hall or Seddon Recital Hall and it is the responsibility of the clients to enforce this rule with their guests. Reception time, and cleanup, must be within the agreed upon Rental Window period. All guests must stay in reception area. Any guests found in other areas of the building, or causing major disruptions, will be escorted by the Venue Manager out of the building. A housekeeping fee will incur for all receptions in the Luella Bennack Music Center.

Small receptions can bring appetizers or items of that nature. No glass drinking containers are allowed. For alcoholic beverages please see alcohol policy below. All catered events must be contracted with Sodexo. No outside catering is allowed. For information on booking and pricing please contact UIW Dining at:

- Sodexo Catering
 - Email: catering@uiwtx.edu
 - Phone: 210-283-5011
 - Website: <https://uiwdining.sodexomyway.com/catering/index.html>

Alcohol Policy

Any events serving alcoholic beverages, including champagne, wine, and hard liquor, must follow University Guidelines for On-Campus Events. This includes, but is not limited to:

- Having a TABC-Certified bartender when serving hard liquor.
- Stopping alcoholic beverage distribution, no less than 30 minutes prior to the end of the event.
- Offering food and non-alcoholic beverage alternatives to guests as well.

Please contact the Venue Manager for more information. Note there will be additional costs to having a reception with alcoholic beverages.