

## **College Use of Performing Arts/Events Facilities on Central Campus**

Effective October 5, 2009

Approved by CPCC Cabinet

The Performing Arts & Events Facilities at CPCC's Central Campus are designed to serve the college as specialized facilities built to accommodate the College and Community for their arts, cultural and meeting needs. The Performing Arts/Facilities include: Dale F. Halton Theater and support facilities, Pease Auditorium and support facilities, Tate Hall, Bryant Recital Hall, Philip L. Van Every Culinary Arts Dining Rooms and Amphitheatre Kitchen, Time Warner Cable Student Commons Rehearsal Hall (OC-300) Gallery Reception Room (OC-113) and Taylor Gym.

### **How is an Internal CPCC College Event defined?**

An Internal College event is designed and organized by a campus division exclusively for students, faculty and/or staff. All other events, inclusive of ticketed events, those to which the public is invited, and those involving a third party organization will be considered outside events and are subject to rental fees, as detailed in the Venue Fee Schedule.

An Internal College event which requires the use of a theatre (i.e.: drama, music events and dance) will be given preference\*\*. Events which have no special needs for a theatre venue, (i.e.: presenters, or speakers), may be directed to other available rooms on campus.

### **How much does it cost to reserve a Performance Facility for an Internal College Event?**

Internal College events occurring between the hours of 8:00am and 5:00pm Monday through Friday are not subject to rental charges, although they may be rescheduled within one week of the event to an alternate venue if a rental opportunity arises. All after-hour events are subject to rental and service charges.

Internal College events may avoid the "reschedule" clause above by choosing to incur the fees detailed in the Internal Event Fee Schedule.

If a campus event requires technicians or other staff be hired and/or requires other expenses in support of the event, these costs will be passed on to the user of the space.

Call 704.330.6840 for information about fees for Internal College events.

Payment for service fees is due 15 working days after the billed date to be paid through budget transfer between accounts.

### **How do CPCC groups secure space in Performing Arts/Events Facilities?**

All prospective users of the CPCC Performing Arts & Events Facilities contact the office of Performing Arts & Events Facilities at 704.330.6840 to check availability and to secure an Application for Facility Use.

The application is completed, signed by the applicant and the appropriate Director, Associate Dean, Dean or Associate VP and returned to the office of Performing Arts & Events Facilities by hand, mail or fax.

The application is reviewed by the Executive Director of Performing Arts & Events Facilities and the Associate Dean or Dean of Central Campus.

The applicant receives official written confirmation of approval or refusal.

### **How is the event planned with CPCC staff?**

All details will be verified by the appropriate Performance Facilities staff.

A detailed schedule of actual periods user expects to be in the Facility must be supplied to the office of Performing Arts & Events Facilities in the Overcash Academic Performing Arts Center at least 5 days in advance.

All campus events require the attendance of full-time faculty or staff. All student activities must be overseen by a faculty advisor from an established campus organization.

Event activity at performance venues must end by 11:00 pm.

### **How are food and beverage arranged for the meeting?**

Arrangements for refreshments served in appropriate auxiliary areas are made with the Director of Operations at least 10 days prior to event.

Concessions at the Overcash Performing Arts Center will be managed by the Performing Arts & Events Facilities staff. Concessions dispensed at the other spaces must be approved by the Director of Operations.

No food products are allowed inside performance facilities or galleries.

Clients may not bring their own food or beverage into the facility without approval through the office of Performing Arts & Events Facilities.

Complimentary alcoholic beverages may be served only under the following circumstances and conditions which the user accepts without exception:

- a) Only the President of Central Piedmont or his/her designee may grant permission to serve alcoholic beverages in facilities owned and operated by Central Piedmont.
- b) Only an appropriately licensed and insured caterer may serve alcoholic beverages.
- c) The caterer will be responsible for limiting alcohol consumption to legally allowable limits.
- d) The caterer may not provide alcohol on a self-serve basis.
- e) The caterer will not serve alcohol to any person less than 21 years of age and must require proper identification prior to service.

**Cash bars are strictly prohibited.**

### **How far in advance can I reserve space at Performing Arts & Events Facilities?**

The scheduling calendar for an academic year opens the preceding May for scheduling by Internal College users.

Events are scheduled based upon the academic calendar and around previously scheduled events.

**\*\* College events which are exempt from the venue fee schedules include CPCC President's Office events, CPCC Foundation events, CPCC Summer Theatre, CPCC Fall/Winter Theatre, CPCC Opera Theatre and Sensoria, plus four (4) annual Arts & Communications Division performances, and other similar events as they occur.**