Reservation Policies- Alkek Teaching Theater and the Centennial Hall Teaching Theater

Texas State University- San Marcos
Effective Date: 08/01/2016

MISSION STATEMENT

We at Texas State are committed to the provision and the maintenance of appropriate physical facilities that contribute to a comfortable and conducive learning environment. The following procedure contributes to the fulfillment of this policy.

GENERAL OPERATING GUIDELINES

The use of the Alkek and Centennial Hall Teaching Theaters are intended for:

- Priority I. Presidential events and Instructional/ Academic use.
- Priority II. Department- sponsored events, conferences, and meetings,
- Priority III. University- affiliated events and Student Organizations.
- Priority IV. Non- University events.

1. Priority is given to Presidential events, Academic classes, and Department-sponsored events (Priorities I & II).

2. Fees are assessed depending on priority grouping and type of event.

2. Student organizations must be registered with Student Involvement @ LBJSC and be in good standing with the University and the Teaching Theaters.

3. In order to avoid a monopoly on space by any customer, reservations may not exceed more than five events per semester. Recurring or standing reservations are not allowed except for educational programs conducted by the University.

4. The use of the facilities will be limited to three consecutive days or less.

5. Reservation requests are not accepted more than six months in advance of the proposed event. Exceptions are granted based on priority structure.

6. Noise and Amplification Policy
   - Activities shall not disrupt or disturb the academic mission of the University. Noise levels must be kept to a reasonable level and will not disturb the Alkek Library or other classrooms and offices. The Teaching Theaters reserves the right to monitor and adjust sound amplification levels within its facilities and related outdoor areas. Sound levels, both
indoor and outdoor, will be kept at a decibel level not to exceed 85dB(A), or a decibel level that will not disturb the University community and its related activities.

7. **Cleanliness Policy:** It is the responsibility of the customer to leave the room in the same condition it was when the event began. The customer will be held responsible for additional custodial charges for restoring the space to a clean state. Customers not adhering to the cleanliness policy may lose their privilege to make future reservations.

   - **Banners & Signs:** Any banners, signs and other marketing/presentation materials must be approved by the Division of Student Affairs and Teaching Theater Staff. The use of clear tape, tacks and pins are prohibited; please see Theater Technician for application methods.
   - **Glitter, confetti, silly string, candy, and helium balloons are strictly prohibited in the Teaching Theater and lobby areas.**

8. **Food and Beverage Policy:**

   - Food is not permitted inside the theater.
   - Refreshments and light snacks are permitted in the lobby area only.
   - Only bottled water and beverages in spill-proof containers are allowed inside the theater.
   - Distributing of food and/or beverage items requires pre-approval by the Teaching Theaters; additional policies may apply.

10. **Stage furniture:**

    - The workstation and lectern must remain on stage during events and must not be moved. The only exceptions to this policy are Presidential and academic events with Theater staff approval.
    - Only Theater staff are authorized to move furniture in the theater and lobby.
    - Customers violating this policy may be denied future reservations in the Teaching Theaters.

11. **Theater curtains:**

    - Only theater staff are authorized to open or close theater curtains. Customers who attempt to move curtains may be billed for repair costs of damaged curtains and/or mechanisms.
RESERVATIONS, RENTAL, & FEE SCHEDULES

Use priorities are established for various groups, organizations, and individuals. The following chart shows the scheduling priorities:

<table>
<thead>
<tr>
<th>Priority</th>
<th>User Category</th>
<th>Event Fee</th>
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<tbody>
<tr>
<td>I.</td>
<td>Instructional/ Academic Use</td>
<td>No Fee</td>
</tr>
<tr>
<td>II.</td>
<td>Department- sponsored events</td>
<td>$50.00 per event + $30.00 hourly rate Rate includes the use of A/V equipment.</td>
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<tr>
<td>III.</td>
<td>University affiliated events and Registered Student Organizations</td>
<td>$125.00 per event + $30.00 hourly rate Rate includes the use of A/V equipment.</td>
</tr>
<tr>
<td>IV.</td>
<td>Outside group/ Non- University</td>
<td>$250.00 per event + $30.00 hourly rate and event fee. Rate includes use of A/V equipment.</td>
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PROCEDURES FOR SCHEDULING OF THE FACILITIES

1. Reservation requests for the Alkek Teaching Theater and the Centennial Hall Teaching Theater can be made online by submitting the RESERVATION REQUEST FORM located on the Teaching Theater website: http://www.its.txstate.edu/services/theatres.html

2. Reservations must be made at least 3 days in advance. Reservations made with less than a 3 day notice are not guaranteed and must be approved by Theater staff. A rush fee of $25.00 may be charged.

3. Reservations will be approved in the order of priority level.

4. Cancellations must be made at least 48 hours in advance. Failure to cancel an event will result in a charge of the full rental rate.

5. Student Organizations and Outside Organizations are required to sign a Facility Use Agreement prior to the event date.

ADDITIONAL SERVICES  (Additional charges may apply)

Security: University security officers may be required when appropriate. The customer will assume the financial responsibility if security is required.

Additional chairs and seating: Please request additional tables and chairs when submitting the reservation form.

Custodial: Events that include food and beverage may require additional custodial services. Additional charges may apply.