

VALDOSTA STATE UNIVERSITY
College of the Arts • **Whitehead Auditorium** •
Valdosta, Georgia 31698-0105 • 229.333.5818

Whitehead Auditorium: Reservations for after business hours are contracted through EMS. These times are Monday-Friday from 6:30pm until 10:00pm, and Saturday-Sunday from 9:00am until 10:00pm. Whitehead is reserved for and scheduled by the Music Dept. from 8:00am until 6:30pm, Monday-Friday, when the University is in session. Other reservation requests for this time must have approval from the Head of the Music Department and the Dean of the College of the Arts (COA). In order for the College of the Arts, the Whitehead Auditorium Staff, and Valdosta State University to help provide you with a successful event, a few guidelines must be met by all parties to minimize the risk of mishaps or injuries. **The department, organization, or person on the event contract is required to enforce these guidelines. Failure to do so may result in charges for damage and/or the refusal of future usage of the facility. It is also required that the adviser of any student group or organization must be present for that group / organization's event in its entirety unless other arrangements are made through Event Services and The COA administration.**

The use of Whitehead Auditorium and stage, unless otherwise stated on contract, entails the following:

- **Contracts and Reservations:**
 - *Only contracted or calendared events will be honored. If you do not have an EMS contract or if the event is not on the College of the Arts calendar, the event may not be allowed. This includes rehearsals.*
 - ***Only the items listed on EMS or a Whitehead Use Contract will be provided. This includes time (times on contract will be adhered to - no early access or run over times, please), equipment, personnel, etc. If the required equipment cannot be provided in-house, the Licensee will be responsible to secure needed equipment. Licensee may be required to hire/secure the services of VSU Police depending on the type of event and size of your expected audience. This will be determined by the COA administration.***
 - *Dressing Rooms must be reserved in addition to the auditorium through EMS at least 2 weeks ahead of time. Dressing Rooms may not be available during your event – therefore, classrooms should be reserved instead, pending on availability.*
 - *In case of cancellation or postponements, it is the Licensee responsibility to cancel the event in EMS or contact the COA Dean's Office to avoid possible fines or other penalties. NOTE: This time may not be passed to someone else; it must be reassigned through EMS of the COA Dean's Office.*
- **ADA Compliance:**
 - *Seating for disabled patrons is available in the back box of the auditorium.*
 - *ADA-approved Assistive Listening devices are available upon request.*
- **Planning and Meetings:**
 - *One or more Facility Coordinators will be present during the event as needed as determined by Licensee technical requirements. A detailed program, set list and/or script for the event is required at least **2 weeks** in advance. Any changes afterwards must be approved by the Facility Coordinator. Failure to provide this may result in cancellation of the event or simplified lighting/sound design for the production. Licensee*

must contact a Facility Coordinator 2 weeks prior to the event to discuss these guidelines and logistics for the event is required.

- Stage Setup and Usage:
 - ***If the setup warrants a stage crew for the event, Licensee generally must provide their own.*** This includes, but is not limited to: ***tables, chairs, risers, set-ups/strikes, and musical events with more than five people on stage.*** Facility Coordinators are responsible only for the auditorium, equipment, and supervision - NOT set-ups and strikes.
 - *Whitehead stage MUST be completely cleared after every event unless otherwise arranged - whether a rehearsal, performance, or other event. The Licensee is responsible for notifying their crew of post clean-up duties. Post event clean-up includes picking up trash (includes stage and house seating area), removing posters and signs (please do not tape or otherwise secure items to walls or any other surface in Whitehead Auditorium or in the College of the Arts), putting away tables and chairs (includes stage, house seating area, and lobby), clearing stage of any props used, etc. The space may be reserved by another group shortly after your event; therefore, a timely cleanup and departure is required.*
 - *Only dance routines where soft soled shoes are worn will be permitted on Whitehead stage. Tap or Step show routines are not permitted on Whitehead Stage due to potential damage to the floor. Any floor treatment and/or special dance floor must be approved by Facility Coordinators well in advance of your event and will be the responsibility of the presenter to provide. This includes any gaff tape needed to secure overlay to the stage floor.*
 - *Professional-grade gaff tape is the only tape acceptable to use on stage. No duct tape, cellophane tape, or electrical tape is allowed. Please check with Facility Coordinators before applying tape anywhere on stage.*
- House Rules:
 - *It is required that Licensee provide at least two ushers for the event in order to help in the case of an emergency and to help enforce the policies herein with regard to the attending audience. Ushers should be stationed at their locations at least 30 minutes before the scheduled start time of the event and should be present during the entire event, as well as post event clean-up.*
 - *Alcoholic beverages and tobacco are strictly **prohibited** within the Fine Arts Building. Food and drink are **prohibited** on the stage and in the Auditorium House (seating area) at all times. The only exception is water (on stage only) in a re-sealable container.*
 - ***Heating and air conditioning is controlled remotely by VSU Plant Operations; the Facility Coordinators cannot adjust the climate.***
 - *Sound levels must be kept at a level below 100dB. Levels will be monitored from the booth by the Facility Coordinator on duty. In the event sound levels exceed 100 dB, a designate must be available to bring the sound production to within acceptable levels.*

- Safety and Damage:
 - *No flame/fire or smoke effects are allowed. Imitation fire/candles are acceptable.*
 - *The use, distribution, or sale of helium balloons is strictly prohibited in the auditorium. Any helium balloons found in the auditorium will removed.*
 - *Hanging of any props or banners from the catwalks is not allowed.*
 - *Keep EXIT and all doorways clear of debris, trash, and other obstructions at ALL TIMES. Under no circumstances will doorways be obstructed in any way.*
 - *Any damage to Whitehead Auditorium, the Fine Arts Building, or equipment therein will be charged to the department, organization, and/or person(s) on the contract that is sponsoring the event.*
 - *Abuse, negligence, and/or disregard of these policies may result in refusal of further and/or future use and/or fines. All Board of Regents policies will be enforced related to facilities usage as found in Section 9 of the Board of Regents Policy Manual.*