

FACILITY USE GUIDE

For Affiliated and Sponsored Unaffiliated Groups

Policies / Pricing / Procedures



Givens Performing Arts Center | University of North Carolina at Pembroke

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Facility Use Guide

Introduction

The purpose of this document is to establish policies and procedures for Unaffiliated Groups who may wish to rent and/or use the **Givens Performing Arts Center**, located on the campus of **The University of North Carolina at Pembroke**. All Groups, regardless of type, must adhere to the policies and procedures contained herein. The **GPAC** Management and the **UNCP** Chief Communications and Marketing Officer reserve the right to deny any request. Facility usage during scheduled closings and holidays will not be approved unless prior arrangements are formulated.

Mission Statement

The mission of the Givens Performing Arts Center is to enhance and enrich the cultural development of the university and its constituency in the region by offering a diversified selection of multi-disciplinary arts experiences. The Givens Performing Arts Center is committed to the promotion of cultural awareness as a life-long experience and to the continuing appreciation for diverse cultures through the presentation of local, national and international artists.

History

The Givens Performing Arts Center opened in 1975 and was named in honor of Chancellor Dr. Paul R. Givens. GPAC has been hailed as one of the top 25 best university performing arts centers in the country for its enduring commitment to arts education as well as a desire to provide exceptional arts programming to the public at the highest levels. Consisting of 1,619 seats and a proscenium stage, the GPAC has hosted some of the world's most renowned entertainers including Ray Charles, Mel Torme, Wynton Marsalis, Marvin Hamlisch, Tammy Wynette, Roy Clark, Janis Ian, The Oak Ridge Boys and Mary Wilson, to name a few. Blockbuster musicals such as A Chorus Line, Dreamgirls, Jekyll and Hyde and RENT have taken center stage. The Givens Performing Arts Center is also home to the UNCP Theatre Program and hosts such annual events as Lumbree Homecoming events, the LREMC Annual Meeting, high school graduations, and concerts.

General Information

GPAC shall be open to all members of the campus community and guests as long as the utilization is consistent with The University of North Carolina policies, state and federal laws, and does not disrupt other facility usage.

The lobby, auditorium, and stage areas are wheelchair accessible, with an electronic door located at the south end of the lobby. The GPAC does not have elevator access to the 2nd and 3rd floors.

Anyone intoxicated or under the influence of drugs or alcohol will not be allowed on the premises. No concealed weapons are allowed. The Givens Performing Arts Center will not be responsible for any losses or injuries suffered by any person as a result of a facility reservation and/or activities of the reserving organization.

It is the policy of GPAC to require 1-week notice of cancellation of event and/or contract prior to the scheduled performance date. If less than 1-week notice is given, the Lessee may be charged a fee for Labor and Box Office.

SCHEDULING PROCEDURES

Givens Performing Arts Center programming, University Theatre productions, Music Department concerts and performances, as well as university sponsored events receive priority in scheduling of this facility.

1. Contact the GPAC Technical Director for the availability of the venue for specific date(s) no more than ninety (90) days in advance. If GPAC is available, the applicant will be referred to the UNCP Manager of Special Events.
 - a. Being provided with available date(s) does not ensure reservation.
 - b. If the applicant is new, the Manager of Special Events, located in the Chancellor's Office, will share the university facility use policy and set-up an account in the online UNCP Facilities Reservation System (FRS).
 - c. If the applicant is a returning user, they should submit their request through FRS.
2. ***The applicant must apply for a reservation through the UNCP Facilities Reservation System (FRS). Confirmation of reservation is not approval.***
3. Application for the facility use must be submitted at least thirty (30) days prior to the date of requested use and no more than ninety (90) days in advance. The application must be approved before any advertisement and/or commitments of any kind are made by/to the applicant. After the application has been approved a Rental Agreement (Contract) will be executed. It is at this point the applicant becomes the Lessee.
4. Considerations of application are restricted to:
 - a. Groups involved in academic programs and/or programs complying with or promoting the Mission Statement set forth by the Givens Performing Arts Center and The University of North Carolina at Pembroke.
 - b. Local, State, Federal and Governmental agencies.
 - c. Organizations established by and/or financially supported by governmental entities;
 - d. Private organizations providing programs that are consistent with the educational research and public service missions of the university and which are co-sponsored by the university.
 - e. Non-Profit Organizations whose purpose is of a charitable nature. A letter of exemption from the IRS with an employer identification number must be attached to the application when submitted.
 - f. Officially registered or nationally recognized local, state and national candidates, political campaigns, or political organizations associated with public offices voted on by the general public only if the following conditions are met:
 - i. They are sponsored by registered Affiliated student organization(s) to conduct political campaign activities; and
 - ii. All expenses related to the activity, if any, are borne by the candidate, political campaign, political organization, or student organization.
 - g. Other Organizations approved by the UNCP Chancellor or designee.

5. The Chancellor or designee shall always have free access to all space occupied by the Lessee. Thirty (30) house seats for each scheduled event will be made available for discretionary use of the GPAC at no charge.
6. The Lessee will be responsible for paying all labor charges, equipment usage, and rental fees.
7. At any time, The university reserves the right to deny the use of its facilities to any applicant and/or Lessee when in the judgment of UNCP Officials and/or Legal Counsel, such use is not in the best interest of UNC Pembroke.
8. No collections, donations, love offerings, or solicitations of money or goods of any kind, whether for charity or otherwise, shall be made or attempted without first obtaining permission from the GPAC Executive Director.

TYPES OF RENTAL GROUPS AND APPLICABLE POLICIES

1. **Unaffiliated Group:** groups other than the recognized student and/or campus organizations that are legally separate from the university, even though some of the members or participants may be university personnel, alumni, or students. Unaffiliated Group may be an individual.
2. **Affiliated Group:** is any group established by the Chancellor or established by virtue of an explicit delegation of the Chancellor's authority to a particular administrator, faculty member, staff member or to the student body, the faculty or the staff. These include official recognized student organizations, departments, divisions, programs, committees and associations.
3. **Sponsored Unaffiliated Group:** an external group sponsored by an Affiliated Group. Except with respect to rates charged for the use of university facilities and additional set-up fees or labor costs, a Sponsored External Group shall enjoy the rights and obligations of an Affiliated Group under this policy. For the purposes of this policy, an Affiliated group is considered to "sponsor" an External group only if the following conditions are met:
 - a. The Affiliated Group, and not merely a member of an affiliated group, determines to invite the Unaffiliated Group to use the facilities for purposes:
 - i. consistent with the mission of The University of North Carolina at Pembroke, and
 - ii. consistent with the goals and objectives of the Affiliated Group, and
 - b. The Affiliated Group has substantial participation in and responsibility, including financial responsibility, for planning and executing the planned event or activity, and is not merely lending its endorsement to the Unaffiliated Group. (see "Fronting")
4. **Political Campaign Activities:** Endorsed speaker(s) of an officially registered or nationally recognized local, state, or national candidate, political campaign, or political organization associated with public office voted on by the general public.
5. **"Fronting":** Affiliated Groups may not reserve a facility on behalf of or for the use of an Unaffiliated Group. This conduct constitutes "fronting" and is prohibited. The facility manager may deny or rescind permission to use that facility if it is determined that the use is not primarily for the benefit of the Affiliated Group making the reservation. An appropriate rate for the use of the facility will apply if it is determined that fronting has occurred. UNCP shall not be held liable or responsible for financial or other damages incurred by an individual or organization whose permission to use the facility is denied, rescinded, or modified (including a rate change), pursuant to this Policy.

RENTAL AGREEMENT

The Rental Agreement must be signed by a representative of the Lessee and the Lessor (Givens Performing Arts Center). Accompanying the Rental Agreement is the Services Request Form, which must be filled out and returned to the Box Office.

No charges or fees will apply to the Lessee if the Rental Agreement is canceled within 48 hours of signing.

FRS Confirmation Form

The FRS confirmation form gives the date(s) that the Lessee has use of Givens Performing Arts Center. The time for the event/performance is given, as is the Reserved Time during which the Lessee has access to the building. The Lessee may not use the interior or exterior of GPAC in any fashion prior to or after their designated date and time as outlined. On the FRS confirmation form, the times given as reserved are the arrival and departure times. These times will be strictly adhered to.

ADVERTISING

All advertising must be approved by the Givens Performing Arts Center management. This is to include any and all print such as posters, flyers, press releases as well as any radio or TV advertisements.

If the event contains any materials or subject matter that may be viewed by any segment of the community as being morally objectionable, or appropriate for adult viewing only, the GPAC reserves the right to require Lessee to include in all advertising a phrase, acceptable to the GPAC, that alerts the potential ticket buyer to the maturity of the theme or actions.

INVOICE

The GPAC must be reimbursed immediately after issuance of Invoice.

Please note that the fees and charges quoted herein are subject to change without notice. The following fee estimates are typical of the charges for each level of production. The final amount charged can be less than or more than what is listed, depending on scope and scale of event.

Basic Event: An afternoon or evening event, such as a meeting or speaker. Typically, in front of the Grand Drape

Labor	\$360.00	Personnel for set-up, rehearsals, event, and strike.
Tech/Equipment	\$ 0.00	Equipment used during rehearsals and performance/event.
Box Office	\$ 90.00	Personnel, tickets, and equipment used for event.
Housekeeping	\$ 0.00	Charge associated with facility operations on the day(s) of rehearsals and event.
Other	\$ 0.00	Venue rental and additional charges unassociated with any of the above.

Intermediate Event: An all-day event, such as a graduation or pinning ceremony. Includes projection and limited music. The whole stage could be utilized.

Labor	\$750.00	Personnel for set-up, rehearsals, event, and strike.
Tech/Equipment	\$110.00	Equipment used during rehearsals and performance/event.
Box Office	\$120.00	Personnel, tickets, and equipment used for event.
Housekeeping	\$ 0.00	Charge associated with facility operations on the day(s) of rehearsals and event.
Other	\$ 0.00	Venue rental and additional charges unassociated with any of the above.

Extensive Event: A multi-day event such as a concert, pageant, or play. Consist of one or more rehearsals and a performance.

Labor	\$2400.00	Personnel for set-up, rehearsals, event, and strike.
Tech/Equipment	\$ 405.00	Equipment used during rehearsals and performance/event.
Box Office	\$ 384.00	Personnel, tickets, and equipment used for event.
Housekeeping	\$ 0.00	Charge associated with facility operations on the day(s) of rehearsals and event.
Other	\$ 0.00	Venue rental and additional charges unassociated with any of the above.

INFORMATION ON FEES:

LABOR

All events scheduled in the Givens Performing Arts Center shall utilize the services of GPAC trained stage crews including audio engineers, electricians, follow spot operators, light and sound board operators, riggers, and stagehands. In most instances, the GPAC Technical Director and/or Technical Operations Manager will designate a Stage Manager to supervise the performance from backstage. After examining the requirements of the event, the GPAC staff will determine the number of in-house personnel required.

It is the policy of the GPAC to protect the facility by determining minimum standards of performance by stage crew personnel. All outside stagehands and/or volunteers must be approved by the GPAC Technical Director. The GPAC Management and/or the UNCP Chief Communications and Marketing Officer reserves the right to forbid or restrict the employment of any individual or organization as part of the stage crew.

Staffing

GPAC minimum staffing requirement for all events including, rehearsals and performances, consists of a supervisor, typically the GPAC Technical Director and/or the Technical Operations Manager, and four technical assistants/stagehands. As the scale and complexity of the event increases, the number of technical assistants and stagehands will increase. The size of the backstage staff and crew is determined by the GPAC Technical Director, based upon the FRS reservation and communication with the contact person for the event. Labor charges for these services are \$15.00 per hour at a six (6) hour minimum. Labor in excess of the initial estimate will be billed to the Lessee.

It is the responsibility of the Lessee to provide Ushers. If tickets are sold, the Lessee must also provide Ticket Takers for the event. The GPAC can provide staff for these services at \$15.00 per hour, per person, to be paid at a six (6) hour minimum. If tickets are sold, refer to **Box Office** and **Ticketing** for more information.

Please Note:

1. Holiday labor rates are as follows:
 - a. Technical Labor: \$35.00 per hour per Backstage Staff and Crew member.
 - b. Box Office Labor: \$35.00 per hour per Box Office Staff and Assistants.
 - c. Ushers: \$35.00 per hour per staff member and usher.
 - d. Housekeeping: \$35.00 per hour per Housekeeper.

Refer to **Holiday Rental Rates** for the list of Holidays observed by UNCP.

2. \$25 per hour/per designer at 8-hour minimum, if the scope of the production warrants the presence of a lighting, sound, costume, or scenic designer, as determined by the GPAC Technical Director. This charge will be waived if event provides own designer(s). Availability of in-house designer(s) is limited and might not be available at the time of event's performance or rehearsals. A large event should hire a designer(s) as needed, before entering venue.
3. Designers must contact the GPAC Technical Director at least two weeks before the event is scheduled to discuss design expectations and limitations.

4. If the intent is to use GPAC staff as designers, the Lessee should inform the Technical Director at least two weeks before event is scheduled to enter venue.
5. If the need for a designer is not discovered until the Lessee enters the venue, the level of design and assistance will be wholly at the discretion of the staff on duty.
 - a. The level of lighting design available is limited to simple light cues using instruments and color available (no additional hang and focus beyond that previously agreed upon before Lessee entered the venue).
 - b. The level of sound design available is limited by the equipment and time available.
 - c. The level of set design is limited to time and staff availability. Additional charges will apply as elements previously not agreed upon are added. (The scene shop and all tools found within are unavailable)
6. A 1-hour lunch break between 11:00 a.m. - 2:00 p.m. and a 1-hour dinner break between 5:00 p.m. - 7:00 p.m. is mandatory and will be taken by the GPAC staff and crew. In addition, a fifteen-minute break is required after each block of 4 hours. If the Lessee fails to provide time for a fifteen-minute break or meal break, the Lessee will be billed \$15.00 per affected GPAC staff and crew member for each break missed.

TECH/EQUIPMENT

Equipment use is determined by the GPAC technical staff. Equipment request must be made to the GPAC Technical Director and/or the Technical Operations Manager 2 weeks prior to the event. Equipment deemed unnecessary or unavailable will be refused. A production meeting 2 to 4 weeks prior to the scheduled event might be required to discuss production needs and requirements.

Basic – equipment available per day:

- Lobby: 2 tables / 4 chairs for registration or display
- Stage: Podium and up to 16 chairs and 4 tables. US, NC and UNCP Flags are available.
- Lighting: Lighting fee per day of use – lighting instruments used “as is”. Basic illumination on stage.
- Sound: Sound equipment fee per day of use. P.A. includes: 3 wireless handheld microphones and speakers consisting of center cluster and side fills.

Intermediate – same as Basic with the following additions or changes:

- Lobby: Additional tables and chairs as requested.
- Stage: Additional tables and chairs as requested.
- Lighting: Repertory light plot used. Looks can be adjusted during event. House lights may dim.
- Sound: 3 additional wireless handheld mics and up to 6 wired instrument microphones. CD and/or DI Box available for music playback or presentation audio.
- Projection: Computer, Projector, and Rear-view projection screen when available.

Extensive – same as Intermediate with the following additions or changes:

- Lighting: A light plot specific for the event is executed. Light cues recorded. Two follow spots available.
- Sound: Sound reinforcement with monitors. Sound mix with cues. Additional microphones are available. Playback is available using: CD, flash drive, computer, and/or multiple DI Boxes.
- Rigging: \$20.00 Per line-set used, altered or adjusted. Rigging must be done by a member of the GPAC Technical Staff. An Additional charge for labor will be assessed.
- Grand Piano: Usage fee, tuning not included.

Grand Piano

A seven-foot grand piano is available for stage use only. A usage fee will be assessed, tuning not included. If tuning is desired, arrangements must be made four weeks prior to the event. An additional fee will apply.

Audio Visual Equipment

GPAC has a limited variety of audio-visual equipment. Please contact the GPAC Technical Director at least two weeks in advance as to your needs and whether you must reserve additional equipment. Request and reservations for equipment are made through the Facilities Reservation System (FRS). Request for equipment made the day of event will not be accepted.

BOX OFFICE

Any Lessee who sells tickets are required to use the services of the GPAC Box Office and Box Office Staff. Arrangements must be made through the GPAC Box Office Manager for this service at least four weeks prior to the event. A labor fee of \$15.00 per hour is charged for each Box Office staff member beginning 90 minutes before the scheduled start time of the event. If the services of the GPAC Box Office are outside of normal office hours (Monday – Friday 9:00 a.m. – 4:00 p.m.), the Lessee will be charged at an 8-hour minimum per Box Office staff member.

Ticketing

The Givens Performing Arts Center reserves the right to maintain control of all tickets sales. All payments shall be collected by the GPAC Box Office and will be deposited to the Cashier's Office. After expenses are deducted, a university check will be issued to the Lessee. If there is a balance due, the Lessee will be invoiced for the balance due. Checks will be issued at the discretion of the UNCP Controllers Office and may be issued up to 20 business days after the event.

- The GPAC reserves the right to receive no less than 30 complimentary tickets to each scheduled event.
- Reservations will be on a sale basis only with Visa, Discover, or MasterCard. There will be a 3.25% surcharge on all credit card sales charged to Lessee at time of settlement.
- Tickets may be consigned to the Lessee. The Lessee will be liable for collecting all money and unsold tickets. All money and unsold tickets must be turned in to the GPAC Box Office no later than 2:00 p.m. on the final business day prior to the event.
- The Lessee will be charged a ticket design and set-up fee of \$50.00. Multiple event or show designs and designs requiring multiple proofs may incur multiple charges. Additionally, a charge of \$0.15 per printed ticket will be charged.
- An additional \$5.00 shipping and handling fee will be applied for each ticket mailed. These is a convenience fee for all online ticket purchases.
- A 7% state sales tax shall be deducted from all gross sales (ticket sales) at time of settlement and remitted by the Lessor to the NC Department of Revenue.
- The GPAC Box Office and Tickets.com are the only official sources for tickets to events at the Givens Performing Arts Center. GPAC is not responsible for tickets purchased from third party sellers.
- In certain instances, the Lessee will be allowed to print their own tickets with regards to funding for their organization. Before these tickets can made available for sale to the general public, they must have prior approval from the GPAC Management Staff.

HOUSEKEEPING

Housekeeping is part of Facilities Operations and Maintenance. Their staff is here to maintain and clean the lobby, restrooms, and auditorium of GPAC before, during, and after each event. The housekeepers do not clean backstage. As a result, it is the Lessee's and GPAC crew's responsibility to clean up after his or her own self backstage. This includes the stage, scene shop, rear hallway, and 2nd floor including the dressing rooms, green room, and makeup stations.

Traditionally there is a Housekeeping fee of \$16.50 per hour/per housekeeper. This fee is waived for Affiliated Group,

OTHER FEES

Standard Venue Rental Rates

The Standard Rental Rates for the facility are as follows:

- \$ 0.00 per performance
- \$ 0.00 per 4-hour rehearsal

These fees are waived for Affiliated Groups.

Holiday Rental Rates

Holidays observed by UNC Pembroke, for the purpose of this policy include:

- | | |
|---|-----------------------------|
| New Year's Day | Martin Luther King, Jr. Day |
| Good Friday | Easter |
| Memorial Day | Independence Day |
| Labor Day | Columbus Day |
| Veterans Day | |
| Thanksgiving Day (Thursday, Friday, Saturday & Sunday) | |
| Christmas Day (Including all days the university is closed for employees) | |

All Holidays falling on Monday or Friday will include Saturday and Sunday as part of that Holiday. If the Holiday falls on weekend, Holiday Rates will apply to Friday, Saturday, and Sunday. Example: If Independence Day (July 4th) falls on a Monday then Friday, Saturday and Sunday prior to Independence Day will be considered part of the Holiday Weekend and pricing for facilities and staff will be billed at the Holiday Rate. If Independence Day (July 4th) falls on a Weekend, then Holiday Rates will apply to Friday, Saturday, and Sunday.

Givens Performing Arts Center is considered closed and not available for any purpose when UNC at Pembroke is Closed.

Holiday Rates for the facility are as follows:

- \$ 1000.00 per performance
- \$ 500.00 per 4-hour rehearsal

These are additional charges over and above those listed herein.

Marquee

Limited space will be available on the GPAC electronic marquee. Standard one frame listings with only event title and date will be approved at no cost. Additional frames containing more detailed information and/or graphics will be charged at \$25.00 per frame when available. Submit your request no later than two weeks prior to your event in order for your event to be listed on the marquee. Facility rental does not guarantee that your event will be placed on the marquee. GPAC and UNCP events take precedence in relation to marquee space and time allotments.

Arrival and Departure Time

Arrival and departure times are defined on the FRS confirmation form. An additional fee will be assessed if Lessee arrives and begins setup before arrival time or have not vacated the facility by the departure time. No one is to enter building until a representative or a member of the GPAC Staff is present. Setup may not commence until GPAC Technical Staff and Crew are present.

For every hour before or after time reserved on the **FRS Confirmation Form**:

Between midnight and 8:00 a.m.	\$100.00 per hour plus labor at x2
Between 8:00 a.m. and 5:00 p.m.	\$ 25.00 per hour plus labor at x1.5
Between 5:00 p.m. and midnight	\$ 50.00 per hour plus labor at x2

Charge is applied at 15 minutes prior to/past each additional hour.

Storage

Regardless of amount of material, a storage fee of \$100.00 per 24-hour period will be charged for any items not removed following the scheduled event.

Damage to the Facility

The GPAC Technical Director or the Technical Operations Manager or his/her designated representative shall have the authority to veto or modify any order or direction issued by Lessee, its employees or its contractors if and when such action becomes necessary to protect the GPAC facility or equipment. Lessee shall additionally be responsible for paying for any damage which may be caused to building equipment due to a negligent act on the part of the Lessee, its employees or its contractors. The Lessee is not responsible for damages caused by GPAC Technical Director, Technical Operations Manager, or the GPAC in-house stagehands.

As a result, the Lessee is responsible for all damage caused by any individual(s), corporation, partnership or other legal entity associated with the event during the rental lease period. If the damage is not covered by the liability insurance, the user will be held responsible for the cost. The additional charges will be invoiced. Damage to the facility and its contents will result in a replacement fee as determined by the GPAC and the UNCP Purchasing Office

Incident Reports

All incidents of injury, equipment failure or damage, facility damage or violations of Federal and Stage laws, local ordinances or university policy must be reported immediately. The GPAC staff will take appropriate action and file reports. The Lessee is responsible for informing all organization/company members of this requirement.

Catering Statement: Refreshments

Sodexo Dining Services, as per university Contract, has the exclusive privilege of first right of refusal to perform food service on or from the premises of the Givens Performing Arts Center. Therefore, if food items are to be served at an event, Sodexo must be asked to cater it. Sodexo requires fourteen (14) days' notice for planning and preparation. Should a client receive written documentation from Sodexo that states they cannot cater the event, external caterers may be allowed. Exceptions to this policy can only be made by the Director of Dining Services in conjunction with the GPAC Executive Director.

Concessions

The rights to concessions are reserved to the Givens Performing Arts Center (Lessor), and the Lessee will not be permitted to sell any soft drinks, confections, or food for consumption on the premises. If souvenirs, records, programs, etc. are sold, Lessee must obtain permission in writing from the Lessor, and the Lessor will receive 15% of all gross sales.

Parking

Handicapped Parking is available in the parking lots adjacent to the GPAC on the north and south ends of the center. General Parking is available in surrounding parking lots located on the campus of UNCP. Parking is not allowed in the loading dock area or the road immediately to the rear of the GPAC. If special parking needs or requests are indicated, please contact UNCP Police and Public Safety at 910.521.6235.

SECURITY

The Lessee will be required to pay for security for the scheduled event. Security will be provided by the UNCP Police and Public Safety. The Number of officers will be calculated by the UNCP Police and Public Safety, in conjunction with the GPAC Management, based on the type of event and the estimated attendance for said event.

If a threatening or dangerous environment is created or found to be present during an event, the GPAC Staff and Security have the right and obligation to end any performance or rehearsal, and the Lessee will be required to vacate facility. Lessee will still be responsible for all charges and rental fees, based on original contract and FRS Confirmation Form.

Public Safety

The Lessee shall neither encumber nor obstruct the sidewalks on-premises and entrances to halls, stairs, lobbies, and auditorium, nor allow the same to be obstructed or encumbered in any manner. The Lessee further agrees not to bring onto the premises any material, substances, equipment, or object which is likely to endanger the life of, or cause bodily injury to, any person on the premises or which is likely to constitute a hazard to property without the approval of the GPAC Management. The Givens Performing Arts Center shall have the right to refuse to allow such material, substances, equipment or object to be brought onto the premises and the further right to require its immediate removal.

The Givens Performing Arts Center shall retain the right to cause the interruption of any event in the interest of public safety, and to likewise cause the termination of such event when, in the sole judgment of the GPAC, such action is necessary in the interest of public safety.

Should it become necessary, in the sole judgment of the Givens Performing Arts Center, to evacuate the premises because of a bomb threat or other reasons of public safety, the Lessee with retaining possession of the premises for sufficient time to complete presentation of the activity without additional rental charges providing such time does not interfere with another Lessee or GPAC scheduling. If at the discretion of the Givens Performing Arts Center, it is not possible to complete presentation of the activity, the rental fee shall be forfeited, prorated, or adjusted at the discretion of the GPAC Management based upon the situation, and the Lessee hereby waives any claim for damages or compensation from GPAC.

RULES AND REGULATIONS GOVERNING USE OF THE GPAC

General Policies

- Only authorized employees of the GPAC can operate any theatre equipment found within.
- Activities in and around GPAC shall be conducted in a manner that is not discriminatory or abusive to others by reason of race, color, sex, religion, or national origin. Sponsoring organizations, groups, or individuals shall conduct orderly meetings and activities, which shall not be of a nature as to incite others to violence or destruction.
- A staff member from the renting organization as well as the GPAC, must always be present when the facility is open to users or the public. Any changes in the schedule must be approved in advance by the GPAC management.
- Under no circumstances will the Givens Performing Arts Center accept telephone calls for your organization. Please inform everyone with your organization about this policy.
- Delivery of sets, costumes and other materials belonging to the Lessee before contracted time will not be accepted by the GPAC staff without previous arrangements and possible additional charges. The GPAC makes no guarantee that space would be available to receive materials arriving early.
- Access to the GPAC for performances and rehearsals is via the stage door on the loading dock. The lobby doors are locked daily at 5:00 p.m. and are only opened ninety minutes prior to the show time for evening and weekend performances.
- The GPAC is a smoke free facility. Smoking is not permitted within 100 feet of any university building. Chewing tobacco and vape products are prohibited inside the facility.
- No external group will be allowed to bring alcohol onto the UNCP premises.
- The loading dock is for loading and unloading only. Violators may be towed at owners' expense.
- GPAC is in constant use as a classroom, a studio/laboratory, as well as a performance space for the public. Please be courteous to others and pick up after yourself. Exercise caution in leaving valuable items unattended. The Givens Performing Arts Center and UNC Pembroke WILL NOT assume responsibility for lost or stolen items.
- The Lessee will display no posters, photographs, models, etc. without written permission from the GPAC Management and only then in such areas as specified and such material approved in advance by the GPAC Management. The Lessee is prohibited from driving any tack, nail, screw or tape into/on to ceilings, walls or floors of the GPAC as so to mar, deface or injure GPAC property. Any and all damages will be charged to the Lessee.
- No decorations, tables or signs shall be placed in any rooms, hallways, lobby or other areas without the permission of the GPAC Management. Any tables or other items permitted must be set up in areas designated by the GPAC Management and removed following their use. Any damages incurred by the violation of this rule will be paid by the Lessee.
- All display materials must be fireproof according to North Carolina Fire codes. A fire retardancy certificate of the display materials must be posted or readily available.
- The user shall not obstruct any portion of the sidewalks, entries, or other egress from the building, including access to all building utilities.

- Exits, entrances, air supply vents, ramps, sidewalks, hallways, stairs, and auditorium aisles must always be kept clear. Exit signs must always be kept visible. Fire extinguishers, pull alarms, and fire hose cabinets must not be blocked.
- In the event the fire alarm goes off, please know that we do not deactivate any alarm until the proper emergency response team is on-site, verifies the cause of the alarm, and then deactivates the alarm. We operate at a maximum safety level that helps us to insure life. In case of an emergency following an alarm, we will activate our public address system and provide direction to everyone in the facility. When the public address system starts, please listen and follow the directions. Doing anything else will increase the hazard and will put you and your attendees at risk.
- ***Glitter and confetti are not allowed inside the Givens Performing Arts Center. This is to include any and all glitter and confetti used on scenery, costuming, formal wear, etc. If glitter and/or confetti, in any amount, are brought into the facility, an extensive cleaning fee of \$500.00 will automatically apply, no exceptions. Please relay this to all performers and staff involved with the event.***
- The road at the rear of the GPAC is a fire lane. Parking is not allowed. Violators may be towed at owner's expense.
- The handicap seating area is strictly for wheelchairs and attendants. No video, sound or other types of equipment may be placed in this area.
- Lobby furniture are not set props and must remain in the lobby. Lobby furniture may not be moved or rearranged.
- The Givens Performing Arts Center reserves the right to distribute to the audience, announcements and literature concerning future attractions to be held whether such attractions are under the auspices of the Lessee or not.

CAPACITY

Seating Capacity of the Givens Performing Arts Center is 1,619. Depending on event stage set-up, 395 seats may be considered obstructed view. These are in sections 1, 5, 6, and 14.

As determined by the Fire Marshal, the maximum number of occupants in the building may not exceed 1,788. This is to include all performers, crew, staff and audience members.

ACCESSIBILITY AND ADA COMPLIANCE

Lessee is aware that the Americans with Disabilities Act (ADA) requires it to make its presentations(s) and programs accessible to persons with disabilities. This law also requires that aids and assistance be provided as may be necessary to allow accessibility to all persons, including those who may have visual, hearing, emotional, mental, or mobility disabilities. The Lessor requires all users of all or any portion of the Givens Performing Arts Center to comply with such programs specific to their use. The Lessee agrees to comply with those provisions of the ADA applicable to its use of the Licensed Premises.

The Givens Performing Arts Center is committed to making its performances and facilities accessible to all patrons. Here is a list of the services we offer. For additional information or if we have not answered your inquiry below, please call our Box Office at 910.521.6361 or Accessibility Resource Center, D.F. Lowry Building, Room 107, or call 910.521.6695.

Wheelchair access

Our theatre seating area is accessible to patrons who use wheelchairs. Lobby level restrooms and water fountains in our facility are wheelchair accessible.

Entry and Exit

For patrons needing assistance to enter the facility, an usher may be available at parking Lot 22 to escort the patron into the venue. If you wish to receive this service, please contact the Box Office at least two business days prior to the performance. The south entrance of the facility is equipped with a power door for access.

Accessible Parking

For performances at the Givens Performing Arts Center, accessible parking is available in both Lot 22 and Lot 16 as noted on the UNCP Parking Map.

Services for the Visually Impaired

Large print and Braille showbills are available for patrons attending events at the Givens Performing Arts Center. Please contact the Box Office no less one week prior to a performance to ensure the best possible arrangement. The GPAC will continue to make a good-faith effort to arrange accommodations for any requests made up until the day of the event.

Service Animals

If you or someone in your party plans to attend an event with a service animal, please inform the Box Office when purchasing your tickets so that we may make every effort to arrange for an aisle seat.

Other animals (not designated as service animals) are not allowed in the facility unless approved by the GPAC Management. Approval is based on whether the animal is legitimately part of a show, or activity requiring the use of animals. If allowed, the Lessee is responsible for the sanitary needs of the animal. Additional cleaning fees may be assessed.

Services for the Deaf and Hard-of-Hearing

Assisted listening devices are available at all performances held at the Givens Performing Arts Center free of charge. Headsets may be checked out from the Box Office located in the center of the lobby. The devices may be used with or without hearing aid from any seat in the theatre.

Interpreting

Certain performances at the Performing Arts Center may be interpreted for the hearing impaired. The Box Office will provide a schedule of these performances as requested. This service is subject to the availability of an interpreter using American Sign Language.

CALLS AND SCHEDULED TIMES

- Normal crew and staff calls are **1 1/2 hours** prior to curtain.
- Performances should begin promptly as scheduled. More than a five-minute hold for a performance is unprofessional and inconsiderate of your audience.
- Intermissions should not exceed 15 minutes. Ten minutes is preferred for audiences of less than 800 persons.
- Performance time should not extend past **11:00 p.m.**
- The building will be opened 5 minutes prior to the scheduled arrival time as per the FRS confirmation form.
- Rehearsals should begin promptly as scheduled and may last a maximum of 4 hours. The exterior doors to the building are locked at 10:00 p.m.
- The lobby will be opened **1 1/2 hours** prior to the scheduled performance time as given on the FRS confirmation form.
- The auditorium will be opened to the public **30 minutes** prior to curtain (the beginning of the event/performance).
- Under no circumstances will the performance begin or the intermission end without the express verbal permission of the designated GPAC House Manager.
- All performances and rehearsals must end 30 minutes before departure time. This is the minimum amount of time needed to store equipment and secure the facility.
- A performance or rehearsal may need to end earlier if more time is required to remove Lessee's equipment and scenery by departure time.
- There is a fee associated with any event that ends or is still present in the facility past the departure time as shown on the FRS confirmation form.

STAGE

- There will be no food or drink allowed on stage except as necessary for actual performance.
- **There will be no live flame or pyrotechnics on stage without prior consent of the GPAC Technical Director.** Live flame and pyrotechnics must be used carefully and with necessary caution and adequate counter-measures such as sand buckets and manned fire extinguishers. When necessary, the UNCP Safety Officer and the Fire Marshal may be contacted to approve use of live flame and pyrotechnics. If approved, the use of pyrotechnics will be continuously monitored and will require state-licensed technicians on-site in addition to the associated insurance. The GPAC staff reserves the right to deny use of live flame and pyrotechnics.
- The piano has a built-in humidifier and must always be plugged in before and after a rehearsal or performance.
- Two weeks advance notice must be given if the orchestra pit and/or the orchestra shell are to be utilized.
- **Only the GPAC Staff or designate may operate the counterweight flying system.** Any items or units to be flown and all rigging must be approved by the GPAC Technical Director. The Technical Director has the right to refuse to hang or fly anything he/she feels unstable or unsafe.
- You may not pin or tape anything to the velour drapes. The only exception to this rule may be the use of glow tape for performer safety.
- All equipment must be UL approved. Extension cords shall be three-wire with ground and shall service one appliance or device. No cord less than 14 gauge may be used on stage or backstage. Multi-plug adapters (including plug strips) must be UL approved and have an overload internal circuit breaker. All extension cords and multi-plug adapters must be plugged directly into an outlet. A multi-plug adapter may not be added to an end or an extension cord. Spliced wires are prohibited.

LIGHTING AND SOUND

- No electric cable less than 12 gauge may be used on stage or backstage.
- The GPAC does not provide patterns, cookies, gobos, or templates.
- Only GPAC Staff may operate the lighting or sound control equipment unless otherwise approved by the GPAC Technical Director. This approval is only on a per show basis.
- You must provide the sound prepared for playback on a flash drive, CD or mini-disc. All mixing, dubbing, splicing, or editing is to be prepared by you at another facility prior to rehearsal and/or performance.
- Sound levels during a rehearsal may have to be lowered when classes are being held in the building.
- **The staff of the GPAC reserves the right to control all sound levels involved with any rental or production.** All sound levels will be monitored with dB meters as required by OSHA. Individual performers or group(s) will be removed from the facility for repeatedly exceeding dB levels set by GPAC Staff. Removal can occur at any time and may require the ending of the performance currently in progress. The Lessee is still responsible for full payment as specified by the contract.

SCENE SHOP

- The costume and prop area are for the sole use of University Theatre productions. Costume/wardrobe maintenance should be taken care of in the Dressing Rooms.
- The GPAC does not provide scenery, props, costumes, or make-up to Lessee.
- If material or scenic elements are used by the Lessee, all of which require prior approval by the GPAC Staff, an additional fee will be assessed as follows:

\$25.00 per platform \$5.00 per step per stair unit
Other fees to be determined on a per use basis.

- The scene shop space is available for assembly and maintenance of scenery or set props. It may, however, be unavailable because of classes, preparation of University Theatre productions, or preparation for upcoming events. Check with the GPAC Technical Director for availability.
- If you use the shop, you must clean up after yourself daily and always before and after a rehearsal and performance, in accordance with fire laws and safety standards. An extensive cleaning fee may apply.
- **The GPAC does not provide hand tools, power tools, or any other building, construction, finishing materials, and/or supplies to Lessee. Tools and paints located in the scene shop are unavailable.**

LOAD-IN, SETUP, & STRIKE

- You may wish to consult with the GPAC Technical Director for procurement, rental or purchase of special scenery, lighting, or sound equipment/supplies for your event. You are responsible for procurement, rental or purchase, and if necessary, its return. It is not the responsibility of GPAC to return any item acquired by the Lessee.
- You should not plan on moving anything into GPAC until the day of your rehearsal or performance, and only during the designated reserved time as approved on the FRS confirmation form.
- The dressing rooms are lockable. Arrangements with the GPAC Technical Director should be made for storage of very sensitive or valuable equipment.
- The availability of the Green Room shall be determined by the GPAC staff on duty
- Strike will occur immediately after the performance. Any equipment, props, scenery, or costumes not removed from the theatre by the departure time will be assessed a storage fee. The scene shop is a classroom and a studio. An enormous amount of activity occurs in this space, and it is imperative that all equipment be removed promptly. Regardless of amount of material, a storage fee of \$100.00 per 24-hour period will be charged for any item(s) not removed following the scheduled event.
- The Givens Performing Arts Center and UNC Pembroke will not accept any responsibility for any theft or damage to equipment, costuming, vehicles, etc. belonging to the Lessee while on site.
- **The GPAC reserves the right to hold a performance or event if fire laws are violated or if there are extended lines at the Box Office.**

COPYRIGHTS AND PROPRIETARY MATERIAL

ASCAP, BMI, SESAC, dramatist's fees, copyright license fees, patent fees, or any other fee attached to copyrighted or proprietary material are the Lessee's responsibility. Please ensure that the appropriate fees cover all presentations associated with an event. The Lessee is responsible for any violation or infringement rights of any materials.

FINAL NOTE

Every event is different and these Policies, procedures and Guidelines cannot conceivably cover every possible scenario. If there is anything that is not covered expressly in this handbook, please know that the Givens Performing Arts Center reserves the right to determine the necessary considerations or stipulations on an as-needed basis. Our sole effort is to ensure the success of your event and safeguard the safety and experiences of all our visitors. We know you will appreciate our efforts.

NOTE: Failure to comply with the rules of The University of North Carolina at Pembroke and the Givens Performing Arts Center will be taken into consideration when applying for future use of this facility.

THESE POLICIES, PROCEDURES AND GUIDELINES ARE SUBJECT TO CHANGE.

MANAGEMENT

Executive Director Bookings and Contracts	James Bass	910.521.6325 james.bass@uncp.edu
Assistant Director Operations	Chris Summers	910.521.6409 chris.summers@uncp.edu
Technical Director Technical Riders & Scheduling	Gary Tremblay	910.521.6288 gary.tremblay@uncp.edu
Technical Operations Manager Assistant Technical Director	Lenea Barela-Lewis	910.521.6596 lenea.barela@uncp.edu
Marketing Director Marketing and Publicity	Chad Locklear	910.521.6634 chad.locklear@uncp.edu
Box Office Manager Ticket Sales		910.521.6361
Special Event Assistant Ushers and Concessions	Paula Cummings	910.522.5717 paula.cummings@uncp.edu
UNCP Police and Public Safety		910.521.6235
UNCP Health Center		910.521.6219
Campus Switchboard		910.521.6000
UNCP Manager of Special Events Chancellor's Office	Teresa Bryant	910.775.4616 teresa.bryant@uncp.edu

SOUND LEVELS

Sound Levels are measured in decibels (dB). The following is a general sound intensity guide showing approximate noise levels in dB and exposure times for various dB Levels.

dB	Description
<20 dB	Very Faint, Ticking of watch
30 dB - 40 dB	Faint, Private office, quiet conversation.
45 dB - 60 dB	Moderate, Normal conversation, normal office
70 dB - 80 dB	Very Loud, Wood saw, band concert
110 dB - 129 dB	Extreme, Close to train, Thunder
130 dB	Threshold of pain, Immediate ear damage

dB Level	Permissible Exposures*
90 dB	8 Hours
92 dB	6 Hours
95 dB	4 Hours
97 dB	3 Hours
100 dB	2 Hours
102 dB	1 Hour, 30Minutes
105 dB	1 Hour
110 dB	30 Minutes
115 dB	15 Minutes

Based on Occupational Health and Safety Act (OSHA) of 2001. Longer exposure requires the use of hearing protection.

The staff of the GPAC reserves the right to control all sound levels involved with any rental or production. All sound levels will be monitored with dB meters as required by OSHA.

Individual performers or group(s) WILL BE removed from the facility for repeatedly exceeding dB levels set by GPAC Staff prior to the start of the performance.

