
GPAC Facility Use Guide Short Form

INTRODUCTION

The purpose of this guide is to expose campus organizations to the procedures and basic costs of sponsoring an event in the Givens Performing Arts Center. Organizations must adhere to the procedures contained herein. **These policies, procedures, and guidelines are subject to change. For additional information, please refer to the Facility Use Guide for Affiliated and Sponsored Unaffiliated Groups.**

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. The Lessee will be responsible for paying all labor charges, equipment usage and rental fees.
5. **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.**
6. 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.
7. 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.

ADVERTISING

1. **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.
2. 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.

LABOR AND EQUIPMENT

1. 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.
2. GPAC minimum staffing requirement for all events consists of a supervisor 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. Equipment use is determined by the GPAC technical staff.
3. 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.
4. Equipment request must be made to the GPAC Technical Director and/or the Technical Operations Manager 2 weeks prior to the event.
5. Only authorized employees of the GPAC can operate any theatre equipment.
6. 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.
7. You may not pin or tape anything to the velour drapes
8. There will be no live flame or pyrotechnics on stage.
9. You must provide the sound prepared for playback on a flash drive, CD or mini-disc.
10. 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.
11. **Glitter and confetti are not allowed inside the Givens Performing Arts Center. A \$250.00 fee will automatically apply,**

CATERING AND CONCESSIONS

1. 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.
2. 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 records, souvenirs, programs, etc. are sold, Lessee must obtain permission in writing from the Lessor, and the Lessor will receive 15% of all gross sales.

LOAD-IN

1. 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.
2. Access to the GPAC for performances and rehearsals is via the stage door on the loading dock. The loading dock is for loading and unloading only.
3. The GPAC does not provide scenery, props, costumes, or make-up.
4. You should not plan on moving anything into GPAC until the day of your event, and only during the designated reserved time as approved on the FRS confirmation form.
5. 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.
6. There will be no food or drink allowed on stage except as necessary for actual performance.

SAFETY

1. The handicap seating area is strictly for wheelchairs and attendants. No video, sound or other types of equipment may be placed in this area.
2. 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.
3. 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.
4. 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.

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:	\$ 450	An afternoon or evening event, such as a meeting or speaker. Typically, in front of the Grand Drape
Intermediate Event:	\$ 980	An all-day event, such as a graduation or pinning ceremony. Includes projection and limited music. The whole stage could be utilized.
Extensive:	\$3214	A multi-day event such as a concert, pageant, or play. Consist of one or more rehearsals and a performance.

CALLS AND SCHEDULED TIMES

1. Normal crew and staff calls are **1 1/2 hours** prior to curtain.
2. Performances should begin promptly as scheduled. More than a five-minute hold for a performance is unprofessional and inconsiderate of your audience.
3. Intermissions should not exceed 15 minutes. Ten minutes is preferred for audiences of less than 800 persons.
4. Performance time should not extend past 11:00 p.m.
5. GPAC will be opened 5 minutes prior to the scheduled arrival time as per the FRS confirmation form.
6. 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.
7. The lobby will be opened 1 1/2 hours prior to the scheduled performance time as given on the FRS confirmation form.
8. The auditorium will be opened to the public 30 minutes prior to curtain (the beginning of the event/performance).
9. Under no circumstances will the performance begin or the intermission end without the express verbal permission of the designated GPAC House Manager.
10. 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.
11. Any equipment, props, scenery, or costumes not removed from the theatre by the departure time will be assessed a storage fee of \$100.00 per 24-hour period.