

# LIDLAW PERFORMING ARTS CENTER

## PUBLIC USERS EVENT SCHEDULING AND PROCEDURES FOR CHARGES AND BILLING

### Insurance

For public events, the University of South Alabama requires that the event sponsoring agency have a one million dollar liability insurance policy with an annual aggregate policy of three million dollars in effect to cover the event(s). Organizations or individuals who need assistance acquiring such coverage should contact USA's Risk Management Office (251-460-6232). Proof of the required insurance must be on file with the Department of Music before any public event may commence. Events canceled due to lack of insurance will forfeit deposits, pending review.

### Scheduling/Damage Deposit

For public events, a scheduling and damage deposit per room per event is required. The deposit(s) must be on file with the Department of Music in order for the event to remain officially scheduled on the department calendar. If the event is canceled within 14 calendar days of the event date, the scheduling and damage deposit is nonrefundable, pending review. If the facility is damaged during use (by the user or event attendees), the deposit is forfeited and the user will be responsible and billed directly for damages in excess of the deposit. If final payment for use of the facility is not made more than 14 calendar days in advance of the event date, the event may be canceled and the deposit forfeited, pending review.

### Scheduling

All public events will be scheduled through the events coordinator in USA's Department of Music. Events are officially on the calendar only upon receipt and approval of the application and receipt of the scheduling/damage deposit. Events not officially on the calendar may be removed at any time pending receipt of another entity's approved materials. Events may also be removed from the calendar if final payment for use of the facility is not made more than 14 calendar days in advance of the event date. Event approval must meet the *USA Camps, Conferences and Special Events Policy*.

### Payment

Payment-in-full for an event must be received by the Department of Music no later than 14 calendar days in advance of the event date. Payments will be refunded (minus deposit) if an event is canceled earlier than 48 hours before the scheduled event starting time. If the Department of Music has incurred any expenses in connection with the canceled event, any refund will be made minus those expenses. Events canceled less than 48 hours before the scheduled event starting time will not be refunded, pending review.

### Billing

Billing for an event will be made by the department secretary upon receipt of the approved application. The scheduling/damage deposit should be submitted at the time it is learned the application has been approved. Whether or not a bill is received, payment-in-full is always due no later than 14 calendar days before the event.

Make checks payable to "USA Department of Music" and send to:  
Peggy Doyle, Event Payments  
USA Department of Music  
Laidlaw Performing Arts Center Room 1072  
5751 USA Drive S., Room 1072  
Mobile, AL 36688-0002

### Cancellations

Any cancellations must be verifiably received in person or in writing by the Department of Music to be official. (Verification of the date/time of delivery of the request is essential..)

### Attendant

A building attendant may be required for your event. The attendant is responsible only for opening appropriate rooms and providing approved equipment. Though the attendant may be helpful in many instances, an attendant is not required to help with the actual event, or its setup or cleanup.

### Piano usage and tuning

If a piano is needed for your event in any room, a fee is attached for use of the piano. Use of the piano generally involves tuning.

### Recordings

From time to time, public events will need to be recorded. The Department of Music reserves the right to record any event for archival, non-distribution purposes. Persons or organizations wishing their event to be recorded by the Department of Music may make such a request and they will then be referred to the Music Department Director of Technology to make separate arrangements for recording, including separate fees.

### Charges

Recital Hall rental: **\$150** per hour with a 3-hour minimum (schedule permitting, rehearsal time may be granted as well)

Green Room rental: **\$100** per DAY

Rehearsal Room rental: **\$50** per hour with a 3-hour minimum

Other Classroom rental: **\$75** per DAY

Attendant fee: **\$20** per hour with a 3-hour minimum

Recital Hall Steinway piano use: **\$150** per event

Recital Hall Schimmel piano use: **\$125** per event

(In most cases, the Department of Music will reserves the right to choose which piano will be used.)

If other rooms' pianos need tuning - **\$100** per event

Scheduling/Damage Deposit for Recital Hall: **\$500**

Scheduling/Damage Deposit for Green Room: **\$200**

Scheduling/Damage Deposit per classroom: **\$100** each room

Charges for use of equipment beyond the stated chairs, desks, tables and lectern: negotiable if equipment is available

### Questions?

All questions regarding scheduling, billing and charges should be referred to the Department of Music Events Coordinator:

Keith Bohnet, Events Coordinator  
USA Department of Music  
Laidlaw Performing Arts Center  
5751 USA Drive S., Room 1072  
Mobile, AL 36688-0002

251-460-7116, fax 251-460-7328  
kbohnet@southalabama.edu

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