

**LIDLAW PERFORMING ARTS CENTER
PUBLIC EVENTS SCHEDULING AND PROCEDURES FOR CHARGES AND BILLING**

Insurance

For public events, the University of South Alabama requires that the event's 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 required insurance must be on file with the Department of Music before any public event may be allowed to begin. 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 (events requiring multiple rooms may be granted permission for a reduced deposit fee -- see fee schedule below). The deposit(s) must be on file with the Department of Music in order for the event to be officially scheduled on the department calendar. If the event is canceled within 7 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 damage in excess of the deposit. If final payment for use of the facility is not made more than 7 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 7 calendar days in advance of the event date.

Payment

Payment-in-full for an event must be received by the Department of Music no later than 7 calendar days in advance of the event date. Payments will be refunded (minus deposit, in some cases) if an event is canceled no later than 48 hours before the scheduled event starting time. If the Department of Music has incurred any expenses in connection with this 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 and scheduling/damage deposit. Whether or not a bill is received, payment-in-full is always due no later than 7 calendar days in advance of the event.

Make checks payable to "USA Department of Music" and send to:
Peggy Doyle, Event Payments
Department of Music, LPAC 1072
University of South Alabama
Mobile, Alabama 36688

Cancellations

Any cancellations must be received in person and in writing by the Department of Music to be official.

Attendant

A building attendant is required for all public events. 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 in any room, charges are separate and distinct for use of the piano and tuning. It may be possible to "use" a piano without incurring a charge for 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-distributive 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 department Director of Technology to make separate arrangements for recording.

Charges

Recital Hall rental: **\$100** per hour with a 3-hour minimum

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

Rehearsal Room rental: **\$25** per hour with a 3-hour minimum

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

Attendant fee: **\$10** per hour with a 3-hour minimum

Recital Hall piano use: **\$125** (includes required tuning)

All other rooms piano use: **\$35** (\$100 if tuning required)

Deposit for Recital Hall: **\$300**

Deposit for Green Room: **\$150**

Deposit for all other rooms: **\$100** each room

(Deposit for multiple rooms may be negotiable in some cases)
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
Department of Music, LPAC 1072
University of South Alabama
Mobile, Alabama 36688
251-460-7116, fax 251-460-7328
kbohnet@usouthal.edu