

Use of UTC University Center Auditorium

Use of the UTC auditorium follows the campus Facilities Use policy. It is available for special event type programs (ie, lecture, plenary conference session, student activity program). It seats 308 persons with handicapped access and seating. The auditorium seats are stationary.

- Regular (weekly, bi- weekly) meetings of student organizations, campus departments, or community groups cannot be reserved as the intention is for special, one-time type events. An exception would be that if the auditorium is not reserved; it can be requested by a student organization or department three (3) business days before an event.
- Rental is determined by the policies of the Facilities Use Committee.
- An advisor for the sponsoring student organization shall be present for events with more than 100 persons in attendance.
- Food and drink are not permitted in the auditorium.
- Smoking and use of smokeless tobacco is prohibited.
- Limited use of candles is permitted in the stage area. Candles must be covered with glass globes. A glass globe is defined as covering the flame. A recommended alternative is the use of LED lights. Use of candles must be discussed in advance with University Center Director or Assistant Director for Operations.
- Groups using the auditorium are responsible for leaving the auditorium in the condition that it was accepted. This includes removal of trash, removal of gum from chair bottoms, and recycling of paper programs. Cleaning shall be done immediately after the program in preparation for the next scheduled event.
- Plastic type banners for events may be displayed on the backdrop curtain using large safety pins or clothespin type clips. Plans for banners must be discussed in advance with the Assistant Director for Operations. The University Center staff will display a banner provided that it is delivered to the University Center two (2) business days before an event.
- Posters, decorations or other items may not be taped, glued, or pinned to any auditorium wall surfaces or the stage screen.
- All plans for use of stage, stage decorations, and equipment must be discussed in advance with University Center Director and or Assistant Director for Operations.

- Glitter, small plastic cut-outs, confetti, may not be used on the stage or in the audience. Items may not be thrown in the audience during programs.
- The auditorium stage surface is wooden. Equipment must not scratch the floor. Items for the stage must be carried or wheeled rather than pulled or dragged. Groups using the stage are responsible for the condition of the floor.
- The auditorium has computer technology, CD, DVD, VHS, etc. equipment. The sponsor must plan for audio/video/visual needs in advance of the program with Media Resources (425-4197). Objects must not be placed on the computer screen on the podium top. Only trained persons can operate this equipment. The appropriate sound level for CDs will be determined and followed.
- The auditorium admissions are controlled by fire code standards of 308 persons. Standing or sitting in the rear or aisles is prohibited. No exit area may be blocked with equipment or persons. Extra chairs may not be brought into the facility.
- Ticket admission may be required by the University Center staff for events. The University Center will provide the specific number of tickets. The sponsoring organization will provide no less than 2 persons per door to monitor admission by tickets. A police officer may be required and it is the responsibility of the organization to cover these expenses.
- The selling of concessions in the hallway or gallery area must be approved in advance by the University food service contractor and appropriate persons. Food and drinks are not permitted in the auditorium.
- Any special University and or University Center services required for events will be billed to the sponsoring organization or contact person. These include staffing, security, audio visual personnel and custodial services.
- Last minute requests and changes cannot always be accommodated.

I have read and agree to follow the regulations for use of the UTC University Center auditorium. Event _____

Date of event _____

Responsible contact person for the event

Student Organization President

Advisor