

# UAA Fine Arts 150, 220 & 129 Fees, Terms and Conditions

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## Arts 150 (Recital Hall – Seats 200) & 220 (Mainstage – Seats 185) Room Rental

	Standard Rate	Non-Profit	Sponsored	Departmental
Performance	\$440	\$350	\$240	\$140
Rehearsals	\$165	\$150	\$90	\$50

## Arts 129 (Harper Studio – Variable Seating, max 100)

	Standard Rate	Non-Profit	Sponsored	Departmental
Performance	\$440	\$350	\$240	\$140
Rehearsals	\$165	\$150	\$90	\$50

Room calendars can be found online at:

<http://www.uaa.alaska.edu/fab>

**Room rental fees do not include event staff, access to the booth, equipment, box office, or advertising.**

**Changes to your reservation or tech needs within 72 hours of the event will incur a \$100 event change fee.**

## Event Manager and Ushers

**You are required to provide an event manager and ushers for your event.**

The Event Manager is the primary point of contact for the building, technicians and patrons. The Event Manager is required to be in the Hall from the beginning of setup through the end of cleanup. The Event Manager should have a thorough knowledge of the event and be able to answer any questions regarding setup, the event, ticketing and cleanup. The Event Manager is also responsible for letting the technicians know when the event is ready to begin.

During the event, Ushers are responsible for making sure that food and drinks are kept out of the venue and every patron has a seat.

In an emergency, Ushers are responsible for helping patrons locate the nearest unobstructed exit and checking the venue to see that all patrons were able to evacuate.

After the event, Ushers are responsible for checking the venue for trash and leftover items.

Four Ushers are required for the Recital Hall, 2 if the balcony is not used. 2 Ushers are required for the Mainstage and Harper Studio. Ushers should arrive at least 1 hour before the event is set to begin.

Prior to each performance, Ushers must locate the four closest exits; main doors, back doors (opposite main doors), the exit near 122, and the exit near the North East bathrooms on the first floor.

The Ushers should also meet with the Event Manager to determine how many seats remain for people without tickets. There is no “standing room” in the venues. All patrons must have seats. **If the venue is overfilled, the Event Manager and Ushers will be responsible for asking standing patrons to leave.**

## Technical Assistance

\$50 per hour per person with a 4 hour minimum per session. During the school year, student staff may be available at a lower rate.

A Fine Arts Building Technician is required to be present at all times when the light/sound booth is open.

Fine Arts Building Technicians are able to assist with lighting, video projections and basic audio (microphones for lecturers). For more complicated audio needs, such as live music reinforcement, it is highly recommended that a professional audio engineer is hired. A list of audio engineers who have worked in the venue recently can be provided upon request.

## Video Recordings

Video recordings of events are not provided. A list of companies who specialize in video production and have worked in the venue recently can be provided upon request.

## Pianos

In the Recital Hall, pianos can be rented from the Music Department. If one is needed, please request it when you place your reservation and the Fine Arts Building Manager will make the arrangements. Tuning is not included in the rental fee.

\$100	Baby Grand
\$200	Concert Grand (Music Department approval is required)

## Insurance

Commercial general liability insurance with a minimum limit of \$1,000,000 is required. If you do not already have insurance, a Tenant Users Liability Insurance Policy is available through the University of Alaska.

[http://www.alaska.edu/risksafety/b\\_insurance/insurance-coverage/event-insurance/](http://www.alaska.edu/risksafety/b_insurance/insurance-coverage/event-insurance/)  
Facility ID# **4632**

## Payment

A deposit of 50% is required to hold reservations. The remainder will be due one week before the event. Deposits are refundable with 30 days written cancellation notice.

Payment should be made by check. Cash and credit cards are not accepted.

## Box Office and Advertising

Rentals do not include advertising, box office access or ticketing through the Fine Arts Box Office.

For University and club events, ticketing is available through UAATix.

Advertisements may be posted on the bulletin boards along the hallways on either side of ARTS 150. Posting on doors, pillars or walls is not permitted.

## Parking

Parking is enforced Monday – Thursday from 7:30 am to 7:30 pm. Individual permits can be purchased at the Pay N Park in front of the Fine Arts Building. Enforcement can also be waived for a specified period for an additional fee. Please contact Parking Services for more information: <http://www.uaa.alaska.edu/parking/> or 786-1119.

## Lobby and Common Spaces

Use of the first floor lobby is generally included in ARTS 150 rentals unless otherwise indicated. Use of the second floor lobby is generally included in Mainstage rentals unless otherwise indicated. Private or exclusive use of lobbies is not possible.

The Fine Arts Building has 3 performance spaces, 2 lecture halls and an art gallery. Please be courteous to other events in the building by keeping noise levels down.

**Moving, covering or tampering with equipment, displays or artwork is not permitted and may result in cancellation of your current event and/or future events.**

Lobby furniture may be moved with approval for the duration of an event as long as all pieces are restored to their original locations immediately after the event.

## Dressing Rooms

The Recital Hall has one small dressing room. If you need additional dressing rooms, please request them when you place your reservation so that the Building Manager can make the necessary arrangements.

Mainstage rentals include two large dressing rooms, a makeup room (on request) and the Green Room.

Harper Studio rentals have access to the Mainstage dressing rooms if they are available. Please request them when you place your reservation.

## Food and Beverages

Events that intend to serve food or beverages must comply with University catering policies. For food values over \$250, the University's catering contractor must be contacted (751-7492).

Selling food or beverages as concessions is not permitted, except at UofA events or by registered UAA clubs.

**Food and beverages are not permitted in the venues. Please have the ushers gather cups and plates at the doors.**

Custodial cleanup may be required after events that serve food.

Please do not serve items that are likely to stain such as; red drinks, tomato sauce and heavily dyed food items.

Alcohol service requires a UAA permit. If you intend to serve alcohol, please notify the Building Manager at least a month in advance to allow for time to process the paperwork.

## Trash

Please place all trash in designated trash bins. Dumpsters are located on the South end of the building for overflow.

## Minors on Campus

UAA guidelines for minors on campus must be followed. Please go to the following website for more information.

<http://ehsrms.uaa.alaska.edu/minorsafetystart.htm>

## Emergencies and Contact Information

University Police are available for emergencies, escorts to vehicles and unlocking rooms. UPD can be contacted at 786-1120.

The Fine Arts Building Manager can be contacted at 786-4890 during regular business hours.