

### **Booking:**

- **All booking requests for the Performing Arts Center must come from a member of the faculty/staff via a Reservation Request Form submitted to the Operations Manager.**
- All areas of the Performing Arts Center are booked through the Operations Manager who will approve the date, time and location of the event. The Applicant is responsible to ensure that all rules are followed.
- Performance, Events, and Classes will be scheduled in terms of following Priority Levels:
  - Department of Theatre & Dance:
    - Priority 1: Productions within the Theatre and Dance Season
    - Priority 2: Classes specified as part of the University catalog
    - Priority 3: Faculty projects
    - Priority 4: MFA student projects
    - Priority 5: All other requests
  - School of Music [Please also see **Addendum I (Pg. 7)** for more information]:
    - Priority 1: Involving large groups, equipment, special venue resources
    - Priority 2: Other ensembles, projects
    - Priority 3: Guest Artist Recitals & Faculty Recitals
    - Priority 4: Required BM & MM degree recitals (Senior/Masters)
    - Priority 5: Required Junior recitals
    - Priority 6: All Other Recitals
    - Priority 7: Other Events
- Once a reservation is scheduled, the Operations Manager will reach out to verify additional needs.

### **Venues/Spaces:**

- Patti Strickel Harrison Theater (PSHT)
  - The following rooms are automatically reserved upon booking the PSHT:
    - Harrison Dressing Rooms
    - Green Room (Shared space w/ RH)
    - Wardrobe Room
    - 209E
- Recital Hall (RH)
  - The following rooms are automatically reserved upon booking the RH:
    - Recital Hall Dressing Rooms & Guest Artist Dressing Room
    - Green Room (Shared space w/ PSHT)

- Main Lobby
  - The lobby is **not** a rehearsal space and cannot be booked for this purpose.
  - It can be booked for receptions, meetings, showcases, merchandise sales, etc.
  - Lobby Benches are not to be moved around without prior approval.
  - Do not drag anything across the Lobby Floors. Everything must be picked up are moved.
- Green Room (Shared space between PSHT & RH)
  - The Green Room and its kitchen area are reserved for production who are utilizing the Harrison Theatre and Recital Hall. The Green Room may be used by students during classroom hours when it is not being utilized by one or both of the performance spaces. The Operations Manager will post signage in the Green Room as well as communicate with professors if/when we have artists using the space.
  - The Green Room is **not** a rehearsal space and cannot be booked for this purpose.
  - The Green Room can be reserved for events as long as the Harrison or Recital Hall are not utilizing the space.
  - Restrooms and water fountain in the Green Room are always open for classroom use.
  - Furniture in the Green Room is not to be moved around without prior approval.
  - It is expected that the users of the Green Room will tidy up, dispose of trash, and empty the refrigerator once their reservation/usage is complete.
- Dressing Rooms: Harrison (2), Recital Hall (2), Guest Artist (1)
  - The dressing rooms can be reserved for rehearsals/events as long as the Harrison or Recital Hall are not utilizing the spaces.
  - Dressing Room chairs are not to be removed around without prior approval.
- Concession Stand
- 209E Rehearsal/Dance Studio
- 310 Acting Studio/Classroom
- Pavilion
- 3<sup>rd</sup> Floor Terrace (Receptions)

### Equipment:

- **All technical requirements must be communicated in advance. Any requirements not communicated in advance will be subject to approval.**
- All furniture within the facility **should not** be moved for any reason without prior approval. This includes chairs, tables, benches, etc. All Performing Arts Center furniture must stay in their designated rooms/areas. If your reservation requires specific furniture, please communicate this in advance.
- The Department of Theatre and Dance may use any of the instrumentation available at the facility for their Musicals. Any instrumentation provided by the Performing Arts Center must remain in the performance spaces and may only be used for their designated function. They are not to be used as props, set dressing, etc.
- Harrison Theatre:
  - There are (36) chairs and music stands available for use in the PSHT.
  - There is (1) upright piano available for use in the PSHT
  - There are (2) 6' tables available for use in the PSHT
  - It is expected that any equipment used will be returned to its stored space at the end of the scheduled reservation.
  - No one is permitted to operate the rigging system without proper training and a venue representative present.
- Recital Hall:
  - All technical requirements must be communicated in advance.
  - The Lighting Fixtures and Positions are set in place and are not to be adjusted. This includes Focus, Color, Gobo, etc. The only Lighting options available are what is pre-programmed on the Unison Touch Panel.
  - All acoustic curtains will be set in a default position, and the only adjustment that may be made will be the position of the upstage curtain, which may be closed in order to soften the sound in the space.
  - There are (36) chairs and music stands and (2) 6' tables available for use in the RH.
  - At no point should **anything** be placed on the Grand Pianos – food, drinks, laptop computers, props, people, etc. Anytime the Steinway Grand Pianos are in use, the fabric covers must be completely removed and properly stored.

- Audio:
  - Two handheld wireless mics are available upon request. Any additional mic requests must be advanced ahead of time.
- Projection/Video:
  - The projector and screen are available for use, if arranged in advance.
  - A computer must be provided to interface with the projector.
  - If audio is required, in addition to video, that must be stated in advance.
- Live Stream/Recording:
  - Our system includes (1) Robotic PTZ Panasonic Camera w/ control capabilities and (2) Panasonic Camcorders that will be placed in fixed locations in the house. This will include a full stage shot, a side view from audience right and a side view from audience left. Any changes to this setup will need to be requested in advance of the performance date.
  - All live streams will be accessible at the Texas State Presents website (<https://txstatepresents.universitytickets.com>). Ticketed performances will be available for purchase and viewing on the main page.
- It is expected that any equipment used will be returned to its stored space at the end of the scheduled reservation.
- Main Lobby
  - There are (36) chairs available for use in the Lobby.
  - There are (2) 6' tables available for use in the Lobby.
  - There is (1) Powered Speaker Podium available for use in the Lobby.

**Personnel:**

- An Event Coordinator will be provided by the Performing Arts Center for any event in the Harrison Theater, Recital Hall, and Main Lobby. . If live stream is requested in the Recital Hall, an operator will also be provided. Any personnel requirements outside of that must be provided by the person(s) who reserved the space. This includes personnel to run lighting, sound, video cues, or set changes as well as serve as front of house staff for directing patrons and distributing programs.

### Building Policies:

- No food or drink, with the exception of bottled water, is allowed on any carpeted area of the facility. This includes both performance spaces, the second and third floor lobbies, both Harrison and RH control booths, Dressing Rooms, Room 209E and 310.
- The lobby should not be used as a rehearsal space for any reason.
- In no circumstance may any screws, nails, or holes be allowed on the stage deck of the Recital Hall. Cable tape and matting will be provided on request. In the Patti Strickel Harrison Theater, no screws, holes, or nails may be used on the stage deck without prior approval, and the use of such may incur a restoration fee.
- Any usage of atmospheric effects (fog, haze, etc.) or personal lighting effects, (strobe lights, black lights etc.) must be approved ahead of time and may require hired supervision and prior demonstration.
- No open flame or pyrotechnics will be allowed in the Recital Hall and are only allowed in the Patti Strickel Harrison Theater with prior approval of the facility and the University Safety Officer and proper permitting with the Fire Marshall.
- Loading and unloading of equipment may be done at the loading dock on Edward Gary Street, if arranged in advance. Unattended vehicles left in this area are subject to ticketing or towing if they do not have prior approval.
- There should always be a 4ft egress in any walkway or doorway according to the state fire code.
- Texas State University is a tobacco-free campus, and no usage of tobacco is allowed anywhere on the building premises
- Alcoholic beverages are only allowed on-site at University approved events - this includes dressing room and performance areas. For approval, please submit an Alcoholic Beverage Activity form with the required signatures to the Operations Manager.
  - ABA Form: <https://gato-docs.its.txstate.edu/jcr:ee9a0546-343e-4827-a2f8-48dfa2601e03/AlcoholicBeverageActivityForm-UPPS%2005.03.03>)

### FOH Policies:

- There is a strict “No Standing Room Policy” in effect at the Center. All patrons for events at the Center must have a seat, and there can be no seating in aisles or additional audience members standing along walls.
- Primary event parking is the Edward Gary garage west of the facility. University permit parking is available in Red lots north of the building and off-campus street parking is available south of the building. **There is no designated artist parking.** Parking passes must be arranged by the applicant at least two weeks in advance of the event.
- Lost and found for the facility is located in the Box Office. Items left in the facility or turned in to staff will be held for 30 days.
- Receptions:
  - Pre or post event receptions must be scheduled in advance with the Operations Manager of the Performing Arts Center and may not be permitted due to other events in the facility.
  - Any approved food and beverage events must take place in the lower lobby, and it is the responsibility of the event host to make sure that all refreshments are confined to that area.
  - Receptions are requested and approved directly through the Operations Manager of the Performing Arts Center.

For additional facility information please contact the Operations Manager:

Candice Mongellow  
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(301) 906-4003 (C)  
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### **School of Music: Addendum I**

**Recitals in the Recital Hall of the Performing Arts Center will function as follows:**

#### **Booking:**

- The Recital Hall will be booked through the School of Music who will approve the date, time and location of the event. The Applicant/Sponsor of the event is responsible to ensure that all rules are followed.
- School of Music recitals are scheduled in the following two-hour blocks:
  - M-F:
    - 5:30pm - 7:30pm - 6pm performance
    - 7:30pm - 9:30pm - 8pm performance
  - Sa-Su:
    - 11:30am-1:30pm – 12pm performance
    - 1:30pm-3:30pm – 2pm performance
    - 3:30pm-5:30pm – 4pm performance
    - 5:30pm-7:30pm – 6pm performance
    - 7:30pm-9:30pm – 8pm performance
- Once the recital is scheduled, the Operations Manager at the Performing Arts Center will be in contact to verify set-up needs, instrumentation, and to schedule a one-hour rehearsal block in the space, if applicable.
- Recordings for required student recitals and Faculty projects can also be requested via the reservation form. Each recording session is scheduled during business hours (9am-4:30pm).
  - Student recitals are can have up to (1) one-hour block and Faculty may request (2) one-hour blocks.

#### **Rehearsals:**

- Student recitals are entitled to one two-hour rehearsal in the Recital Hall and Faculty and Guest Artists may request two – two-hour blocks of rehearsal time.
- For performances requiring additional sound and/or video requirements, a one-hour technical rehearsal during business hours is required prior to the event.
- All rehearsals are requested and approved through the Operations Manager of the Performing Arts Center.

- Any performance or rehearsal cancellations must be communicated to the Performing Arts Center Operations Manager AND the School of Music Administrative Assistant II.
- Rehearsal are subject to change if a faculty, ensemble, or required recital needs the time and will be rescheduled as necessary.

### **Personnel:**

- An Event Coordinator will be provided by the Performing Arts Center to run lighting and audio record performances. They will also check in regarding the run of the show and safety measures. If live stream is requested, an operator will also be provided. Any personnel requirements outside of that must be provided by the person(s) who reserved the space. This includes personnel to run sound, projection cues, or set changes as well as serve as front of house staff for directing patrons to the Recital Hall and distributing programs.

### **Equipment:**

- School of Music recitals may use any of the instrumentation available at the facility, pending availability.
- All acoustic curtains will be set in a default position, and the only adjustment that may be made will be the position of the upstage curtain, which may be closed in order to soften the sound in the space.
- One Steinway grand piano will be in place on the recital hall stage at all times, unless otherwise requested.
- There will be one racks of 18 chairs, and one rack of 18 music stands available for use in the stage right wing.
- It is expected that any equipment used will be returned to its stored space at the end of the scheduled reservation.

### **Technical Resources:**

- All technical requirements must be communicated in advance.
- Audio:
  - Two handheld wireless mics are available upon request. Any additional mic requests must be advanced ahead of time.
- Projection/Video:
  - The projector and screen are available for use, if arranged in advance.
  - A computer must be provided to interface with the projector.
  - If sound is required from the computer, in addition to video, that must be stated in advance.



- Live Stream/Recording:
  - Live Streaming and video recording are available in the Recital Hall for required student recitals and faculty recitals/projects. With the nature of live stream, we cannot accommodate day-of requests. We've added an option to our Recital Hall Request Form for you to request live streaming or recording for your performance.
  - Our system includes (1) Robotic PTZ Panasonic Camera w/ control capabilities and (2) Panasonic Camcorders that will be placed in fixed locations in the house. This will include a full stage shot, a side view from audience right and a side view from audience left. Any changes to this setup will need to be requested in advance of the performance date.
  - Additional information that we'll need to know in advance:
    - Specific view/angle requests (i.e. camera on the pianist, soloist, etc). As a reminder, two of our cameras are fixed and cannot be moved once the event begins.
    - Will you be including any content? If so, we would like it at least a week ahead of time.
  - All live streams will be accessible at the Texas State Presents website (<https://txstatepresents.universitytickets.com>). The ticketed performances will be available for purchase and viewing on the main page. There is also a new "Featured Recitals" option in the taskbar where you can view the student recitals and any other non-ticketed events.

### **Receptions:**

- Pre or post event receptions must be scheduled in advance with the Operations Manager of the Performing Arts Center and may not be permitted due to other events in the facility.
- Any approved food and beverage events must take place in the lower lobby and it is the responsibility of the event host to make sure that all refreshments are confined to that area.
- (2) 6' tables can be provided in the lower lobby upon request.
- Receptions are requested and approved directly through the Operations Manager of the Performing Arts Center.