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UCA RENTAL INFORMATION

UNIVERSITY CENTER FOR THE ARTS

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UNIVERSITY CENTER FOR THE ARTS

FACILITY RENTAL

The UCA is primarily an educational facility and therefore limited rentals may be allowed when the activity of the requested rental is consistent with the mission of the UCA. This typically includes community and professional music rehearsals, performances and festivals in Griffin Concert Hall, Organ Recital Hall, Instrumental Rehearsal Hall, and Runyan Music Hall. Further, all rental use must be protective of the facility and its equipment and not in conflict with the educational scheduling for and needs of the University Center for the Arts. Scheduling of external events may begin approximately April 1 of each year for the following fall, spring, and summer. Additionally, rental requests must be made at least four weeks prior to the date of the event. **VENUES ARE GENERALLY NOT AVAILABLE WEEKDAYS UNTIL AFTER 6PM.**

WHAT'S INCLUDED in the Rental Price	WHAT'S NOT INCLUDED in the Rental Price
Consultation Two (2) in person consultations with venue tour Tables (Varying Sizes – Limited quantities) All Venues Wireless Internet All Venues Lectern All Venues Talk Mic All Venues Requires Audio Technician (setup labor extra) CD/DVD Players, iPod Connections IRH, RMH Music Chairs All Venues Music Stands All Venues Choral Risers GCH, IRH 9 3-step risers available Orchestral Platforms GCH, IRH 4 each of 8", 16", and 24" Sign Holders 11'x17' floor stands Dressing Rooms GCH (4), ORH (2)	Labor Ticketing Services Additional Microphones Rear Projection System GCH, ORH Requires Audio Technician Sound System ORH Requires Audio Technician Grand Pianos GCH, ORH, IRH, RMH Linens and Reception Supplies Liability Insurance Post-Event Custodial \$43-\$59 fee per day Special Custodial Services Any additional cleaning Trash \$15-\$30 for ALL events with food Carpet Cleaning Events with food/drink as needed

FACILITY RENTAL Fees listed are for any part of a day. A rental day may not start before 8:00am and must end by 11:00pm.				
	STANDARD	NONPROFIT	CSU DEPT*	
GRIFFIN CONCERT HALL ▪ Performance/Lecture ▪ Rehearsal/Meeting	\$1400 \$750	\$1000 \$600	\$800 \$500	
ORGAN RECITAL HALL ▪ Performance/Lecture ▪ Rehearsal/Meeting	\$800 \$375	\$600 \$300	\$480 \$240	
INSTRUMENTAL REHEARSAL HALL ▪ Reception/Lecture ▪ Rehearsal/Meeting	\$500 \$250	\$400 \$200	\$320 \$160	
RUNYAN MUSIC HALL	\$250	\$200	\$160	
UCA LOBBY ▪ General Patron Use ▪ Reception Only	INC \$350	INC \$260	INC \$195	Included with same day facility rental. \$125 Carpet cleaning fee may apply.
CLASSROOM	\$130	\$100	\$75	Only available with venue rental.
PRACTICE ROOMS	\$25	\$20	\$15	Only available with venue rental.

- **DANCE SPACES:** Due to academic use, the Dance Studios and Dance Theatre are not available for rental at any time.
- **THEATRE SPACES:** Due to academic and production use, the theatres are not available for rental at any time.
- **MULTIPLE DAY RATE:** A 25% facility & equipment discount is applied for all multiple consecutive dates.
- ***CSU DEPARTMENTAL RATE:** This rate is valid for official CSU departments and CSU student organizations paying via an I/O.

TECHNICAL SERVICES

UCA Staff are assigned to events at the discretion of the Director of Events. Labor will be charged to the User for load-in, rehearsals, run and strike of your event. All UCA crews require a one-hour meal break after every five continuous hours of work. Please plan your load-in, rehearsals, and performances accordingly. Please contact Jim Doser, Technical Coordinator at (Cell) 818-422-7835; (Office) 970-491-1879; or james.doser@colostate.edu with any questions.

■ LABOR 2 hour minimum – All UCA staff are student employees. All UCA crews require a one-hour meal break after every five continuous hours of work.		
MINIMUM REQUIRED STAFF for Performances or Lectures.		
• Stage Manager	\$18/hr	Required for the duration of your event
• House Manager	\$18/hr	Scheduled 1 hour prior to curtain to 1 hour after event
MINIMUM REQUIRED STAFF for Conferences, Rehearsals, or Meetings.		
• UCA Representative	\$18/hr	Required for duration of your event
ADDITIONAL STAFF based on the size and needs of your event. This may differ from the labor listed on your contract should your requirements change.		
• Ushers	\$18/hr	Scheduled 1 hour prior to event to 1 hour after event
• Audio Technician	\$18/hr	Required if any audio is requested
• Stage Crew	\$18/hr	Scheduled based on the requirements of your setup
SUPERVISORY and PROFESSIONAL STAFF based on the needs of your event		
• Sound Engineer	\$36/hr	Required for advanced audio needs \$100 minimum

■ EQUIPMENT RENTAL

Equipment and services not requested at time of contract cannot be guaranteed. Equipment needs outside of the UCA inventory are at the sole responsibility of the User and delivery and pickup must be within the contracted access times for your rental.

■ EQUIPMENT RENTAL RATES		
GRAND PIANO GCH, ORH, IRH, RMH	\$125	Steinway D 9' Concert Grand (GCH and ORH) \$170K Steinway B 7' Concert Grand (ORH) \$120K
PIANO TUNING	\$125	
PERCUSSION RENTAL Annual Contract	\$1050	Must be approved by Percussion faculty
PERCUSSION RENTAL Single Event	\$260	Must be approved by Percussion faculty
MICROPHONES		
• Additional Wired or Wireless Handheld Mic	\$25/each	Use of any audio requires Technical Services labor
• Lapel Mic (4 max)	\$50/each	
REAR PROJECTION SCREEN & PROJECTOR GCH, ORH	\$175	Includes setup and teardown labor
BANQUET LINENS Black table linens	\$20/each	Limited quantities available. Please confirm your needs.

■ TICKETING SERVICES

If any event during the duration of your rental is ticketed, the User is required to utilize the UCA Ticketing Office for its ticketing needs. The UCA reserves the right to require ticketing services for free events should it be determined the capacity of the venue may be exceeded causing safety issues and undo inconvenience for patrons.

■ TICKETING CHARGES	
WHAT YOUR PATRONS PAY	
TICKET FEE	This fee covers ticketing system software charges, ticket stock, ticket printing, and 'night of show' box office labor. These fees must be advertised or included in your ticket price.
• \$1.50 per ticket	
DELIVERY FEE	This fee covers box labor.
• Internet sales and Advance window sales: \$0 • Phone and Night of Show sales: \$3.00 per order	
WHAT YOU PAY	
ADMINISTRATION FEE	This fee covers day box office labor and administration.
• 5% of gross ticket sales or \$200, whichever is greater	
MERCHANT FEE	
• 3.5% of gross credit card sales	
SETUP FEE	
• \$75 per event (\$150 for a series of events)	
TICKETED FREE EVENTS	This fee covers ticket stock and ticket printing.
• \$.50 per ticket	

BOX OFFICE HOURS: The UCA Box Office is open Monday-Friday from 3:30pm-5:30pm for phone and in person sales as well as one hour prior to each ticketed event for in person sales only. The Box Office is closed for all University holidays and breaks. Online ticketing is available 24/7.

MARKETING: Other than a web presence on our ticketing site for public performances, no other UCA marketing is available.

■ FEES, PAYMENTS, & INSURANCE

Advance payment or deposit for all new users is required to secure dates. Users will be invoiced following the event with payment due within 30 days of invoice. Payments must be made via check. Presentation of a certificate of general liability insurance with coverage of up to \$1,000,000 with the State of Colorado, The Board of Governors and the Colorado State University System, and Colorado State University named as additional insured listed on the certificate is required prior to event. An insurance agent can provide you with more details.

■ VENUE INFORMATION



GRIFFIN CONCERT HALL

- This 550-seat concert hall features some of the most advanced acoustical design features in the region, including articulated walls, ceiling clouds and raked seating designed to provide the highest quality sound.
- Equipment includes a theatrical lighting system, sound system, recording capabilities, 9-foot Steinway D Concert Grand and a hydraulic orchestra pit.
- Amenities include a green room, 2 principal and 2 chorus dressing rooms with restrooms and showers.
- The space is best used for large music performances and lectures.
- Square Footage: 7,800



ORGAN RECITAL HALL

- The 320 seat (Main Floor: 180) Organ Recital Hall is the home of the Casavant Frères Organ, originally installed at CSU in 1968.
- Equipment includes recording capabilities, fixed theatrical lighting system, Steinway D and Baldwin L pianos, motorized black-out curtains, and variable acoustic banners.
- Amenities include a backstage area, greenroom area, two dressing rooms and restrooms.
- This space is best used for lectures, meetings, recitals, weddings, and other ceremonies.
- Square Footage: 4,500



INSTRUMENTAL REHEARSAL HALL

- The Instrumental Rehearsal Hall is the main rehearsal room for CSU bands and features wood floors, a 40-foot ceiling, and separate outside entrance.
- Equipment includes a projection system, basic sound system and grand piano.
- This space is best used for rehearsals, meetings, lectures, and receptions up to 200.
- Square Footage: 4,800



RUNYAN MUSIC HALL

- The Runyan Music Hall is the main rehearsal room for CSU choirs.
- It is equipped with a SMART computer screen system, basic sound system, projection system grand piano.
- The space is best used for rehearsals, lectures, and meetings. Not pictured are permanent 3-tier seated risers which take up 40% of the space.
- Square Footage: 2,300

■ FACILITIES RULES & REGULATIONS

BUILDING USE:

The UCA is a public building. All hallways, lobby areas, restrooms, loading docks and sidewalks must always remain useable by other patrons and events at the UCA - private use of these areas is NOT available. Users should be considerate of other users and must not unreasonably affect events happening simultaneously at the UCA. Please plan accordingly for all event setups and teardowns, registration locations, receptions, etc.

RENTALS MAY NOT IMPEDE ON THE MUSEUM ENTRY HALLWAY (RED CARPETED AREA) OR HAVE A PRESENCE OUTSIDE THE FRONT OF THE UCA (INCLUDING SETUP/STRIKE) DURING MUSEUM OPEN HOURS.

SAFETY AND LIABILITY:

Safety is of the utmost importance at the UCA. Therefore, rental groups must discuss ALL technical elements of their production with the Director of Events prior to contracting the event. Changes and additions may not be accommodated.

The User assumes all liability for their participants, and guarantees that their technicians, cast, and crew are familiar with the safety procedures and regulations governing all parts of the facility used by the User.

Access to the facility is at contracted times or by arrangement with the Director of Events. Access outside on contracted or scheduled times by any member of the User's organization is not permitted and may result in additional rental charges.

UCA staff must operate and supervise ALL elements of lighting and sound systems. Access to catwalks, use of ladders and Genie Lift are strictly limited to UCA staff.

For the safety of the persons occupying the stage area, the UCA reserves the right to remove any member of the User's staff whose conduct or procedures may be considered hazardous to the safety of any personnel or equipment occupying the space.

Adult supervision is required for participants 14 years old and younger. A ratio of 1 adult for every 10 children 14 years old or younger is REQUIRED.

Banners, signs, or draperies may only be hung at the discretion of the Events Manager. User is liable for the repair cost for any damage to walls. ONLY APPROVED THEATRICAL OR PAINTER'S TAPE PRODUCTS MAY BE USED ANYWHERE IN THE UCA.

Users do NOT have access to a scene shop, costume shop or prop inventory during the duration of their rental. Besides load-in and assembly, major construction and scenic painting are NOT permitted in the UCA. Finish carpentry and touch up painting are only allowed with approval from the Events Manager and with adequate protection of equipment and facilities. Failure to use caution may result in cleaning and/or repair charges.

Nailing and/or screwing scenery into the stage floor is not permitted. The stage floor in Griffin may not be painted. Damage to the stage floor or walls will be billed to User for all expenses incurred. Do not drag scenery on wood floor on Griffin stage. Repairs due to damage will be charged to the User.

User is responsible for providing all their own tools and hardware for their scenery, including rigging hardware that meets safety requirements as defined/approved by the UCA.

PARKING:

The UCA cannot guarantee the allocation of any specific parking lots, spaces, or other parking area for rented events. Due to the unpredictable nature of University events, and the lack of control the UCA has over on-campus parking, conditions and parking allocations are subject to change at any time with limited notice. Free parking in the Y and Z lots located behind the UCA are limited to after 4pm on weekdays and all day on weekends. Parking is not available at all during home football games (which may include surrounding street parking). You will be permitted ONE loading dock space for load-in and strike ONLY. Vehicles may not be left in the theatre truck loading area and must be moved to the parking lot after load-in and strike is complete. Failure to comply with University parking regulations will result in the towing of the vehicle at the owners' expense.

FOOD AND DRINK:

Food and drink is not allowed in the performance or rehearsal spaces unless agreed upon in advance. Food in dressing rooms or green rooms must be disposed of daily in approved trash containers.

CARE AND TREATMENT OF FACILITIES:

Any organization which rents a space at the UCA and does damage, does not follow the rules for use of the facility, or otherwise causes problems not appropriate for the use of this space will not be allowed to rent space in the future. Users are solely responsible for the cost of any damage they cause to the facilities and/or equipment at the UCA. Failure to restore the UCA to its original condition will result in additional charges at \$75.00/hour.

CONCESSION AND MERCHANDISE SALES:

UCA must have prior approval of any items being sold by the User while on campus. User is also responsible for payment of applicable sales taxes. The User must provide their own labor and bank. Concession sales or distribution is not permitted.

STORAGE SPACE:

Storage space is not available at the UCA. At the conclusion of your event, all props, costumes, paints, set pieces and other materials must be removed from the facilities. The UCA is not responsible for any lost or stolen items.

CUSTODIAL:

A \$43/weekday or \$59/weekend custodial fee will be added to ALL contracts for each day of your event. This covers basic post-event custodial facility and restroom servicing which is charged to the UCA by the University. Additional services may be required based on the size of your event and may include trash bin rental (\$15/bin per day) for events with excessive trash needs such as boxed lunches; and dumpster emptying (\$45/day) for large scale conferences.

IMPORTANT NOTE: Rates, amenities, equipment, and guidelines are for information only and are subject to change at any time. They are not intended to be complete or to create any sort of legal relationship between the reader and the Colorado State University Center for the Arts.

FOOD & ALCOHOL SERVICE INFORMATION

This information is provided to sponsors of events wishing to serve food or alcoholic beverages at the University Center for the Arts.

Included information:

- Guidelines for Serving Food
- Guidelines for Serving Alcoholic Beverages
- Application to Serve Alcoholic Beverages Information

Please note that a Carpet Cleaning Charge of up to \$250 may apply for any stains on the carpet as a result of your event.

Please contact Peter Muller, Events Manager, should you have any questions about the process at peter.muller@colostate.edu or 491-6798.

GUIDELINES FOR SERVING FOOD

Users wishing to serve food of any kind at their event must be sure to include the name of their caterer and the type of food service provided on the **Rental Event Information Form**. This helps speed up the approval process for your event. The UCA does not have catering facilities and does not provide any catering services. All food must be provided by a licensed caterer or purchased from a grocery store (however, any food that must be kept hot or cold must be provided by a licensed caterer and not purchased from a grocery store). Additionally, no homemade cookies or cakes, etc. are allowed by CSU Environmental Health Services. We are happy to provide you a list of caterers that have worked at the UCA in the past and know our layout.

REQUIREMENTS AND GUIDELINES FOR SERVING ALCOHOLIC BEVERAGES

To accommodate the requests of organizations wishing to serve alcoholic beverages at functions and events taking place on property owned by Colorado State University ("CSU"), CSU has developed the following requirements and guidelines (the "Guidelines"). The Guidelines reflect CSU's concern for a responsible approach to the serving and consumption of alcohol.

The Guidelines are not intended to supersede or alter any other guidelines, regulations, policies and/or other mandates issued by CSU with respect to serving alcoholic beverages.

Definitions:

The following definitions apply to the Guidelines:

- "Event" shall mean, without limitation, any function, gathering, meeting, occasion, and/or event that occurs on property owned by CSU.
- "Organization" shall mean, without limitation, any group, association, club, and/or organization that wishes to serve Alcoholic Beverages at an Event taking place on CSU property.
- "Event Sponsor(s)" shall mean, without limitation, individuals who are designated supervisors for any Event at which alcoholic beverages will be served and consumed. Event Sponsor's must be at least twenty-one years of age and are responsible for ensuring compliance with the Guidelines.

General Provisions:

The Organization scheduling the Event at which alcoholic beverages will be served will be responsible for complying with and enforcing all City and State regulations and laws regarding alcohol consumption and possession including, but not limited to, appropriate identification checks.

Event Sponsors and/or Organizations could be held liable in a civil suit if state or local laws are violated (e.g., supplying alcohol to underage persons or supplying alcohol to an intoxicated person). Event Sponsor and/or Organization may contract with any licensed caterer to serve alcohol according to the provisions below:

- The Event must be staged in a contained area where alcohol will be served and consumed.
- Persons must be twenty-one years of age to consume alcoholic beverages. If minors are present, adequate steps must be taken to ensure that they are not allowed to consume alcoholic beverages. For example, responsible personnel shall be posted at the entrance/exit to screen participants to stamp the hands of or clearly identify those who are of legal drinking age and to make sure that Event participants do not enter or exit the Event with alcoholic beverage.
- Bartender(s) must be skilled enough to identify the stages and signs of intoxication and be willing and capable of refusing the service of alcoholic beverages to any individual who is visibly intoxicated or is a known habitual drunkard.
- Alcoholic beverages must be kept behind a table or similar barrier and served by the bartender upon request. This provides a control point from which consumption can be monitored and excessive drinking can be identified.
- Responsible personnel, provided by the User, shall be designated as a "monitor" and shall be skilled enough to confront individuals who are visibly intoxicated, are not individuals who are stamped or identified as legal drinkers, or are exhibiting unruly or drunken behavior. The monitor and the bartender are also expected to confront and assist individuals who they have reason to believe will attempt to drive while intoxicated.
- Alcoholic beverages cannot be sold and no exchange of money in any form, including admission charge, can take place for any part of the Event, unless a Special Permit has been obtained. Alcoholic beverages may not be given away in any facility that has been issued a liquor license.
- The quality of the Event and not the service of alcoholic beverages must be emphasized.
- Alcoholic beverages must be provided only in quantities that allow responsible drinking (approximately one drink per hour per person). Alternatively, appealing non-alcoholic beverages must be provided in quantities equal to or exceeding that of the alcoholic beverages. Snacks or food must be provided in quantities such that it is available for the duration of the Event.
- All alcohol and alcohol containers must be removed and secured at the conclusion of the Event.

Insurance

At the Organization's expense, the Organization may be required to obtain and maintain a policy of insurance issued by the Organization's insurance carrier or obtained through CSU, providing for liability coverage as follows: (1) the policy or policies shall be underwritten by a company licensed to do business in the State of Colorado; (2) the policy or policies must be in full force and effect during the Event date(s); (3) host liquor liability coverage shall be provided with limits of not less than \$1,000,000.00 combined single limit, or such other amount as may be required in the discretion of CSU's Risk Manager; (4) liability policies shall include Colorado State University, the Board of Governors of the Colorado State University System, and the State of Colorado as additional insureds; and (5) the certificate of insurance must be presented to CSU's Risk Manager no later than ten calendar days prior to the Event. The liquor liability insurance requirement may be waived at the discretion of the Director of Risk Management & Insurance. Waiving of this insurance requirement does not mean that the rules and guidelines for serving alcohol listed above are waived.

Please contact Peter Muller, Director of Events with any questions or to confirm if your event requires insurance.

Violation of the Guidelines or CSU Policies:

Violation of the Guidelines may result in cancellation of the Event and/or future Events. Additionally, violation of the Guidelines may result in the appropriate CSU disciplinary action, if any and/or any recourse available to CSU under the law. CSU reserves the right to deny any application in its sole discretion.

■ **APPLICATION TO SERVE ALCOHOLIC BEVERAGES INFORMATION**

What is an Application to Serve Alcoholic Beverages?

An Application to Serve Alcoholic Beverages is a required document for any organization/department hosting an event where alcohol is to be served on CSU premises. If your event is approved, the application will then be reviewed and approved by both the CSU Police Department and the Risk Management and Insurance Department. All events held on CSU premises are required to have approval before serving alcohol. This includes events that are catered by an outside company. The sale of alcohol on CSU premises for a special event is forbidden unless a special event alcohol permit from the City of Fort Collins is obtained.

Application Breakdown:

- **Name of Event Sponsor/Organization:** Include both the name of the event and the organization, sponsor, department, etc. that is hosting the event. Please spell out acronyms of your group.

- **Date of Event:** If the event is for multiple dates, include all dates.
- **Time of Event:** Include both the start and end time of the event and the specific times that alcohol will be served throughout the event.
- **Location of Event & Room Number:** Be specific. Please include exact locations. If there is no room number in the facility, specify the area of the facility that will be used.
- **Contact Person, Phone Number, & Address for Contact:** The responsible person to be contacted if we have questions about your event. Please make sure that the contact information provided here is accurate including the best way to reach you.
- **Will alcohol be served or sold/cash bar?** If the alcohol for this event will be sold or a cash bar, you must personally obtain a liquor permit from the City of Fort Collins. Please allow 3-4 weeks for them to process your request for a permit.
- **Who will be serving the alcohol?** Please include the name of the company, or the individual who will serve alcohol to attendees.
- **Type of Alcohol being served:** Specify what alcohol will be served. (e.g. beer, wine, spirits, etc.)
- **Expected # in Attendance:** Provide an estimate of how many people will attend and specify who will be attending. (e.g. faculty, students, public, etc.)
- **Will underage people be in attendance?** If yes, how many? Please include your plan for containing the serving area to prevent underage/general public access to alcohol.
- **Signature:** The person who signs this application must be the responsible person of the organization/department sponsoring the event. Please include the name and title of this person. Students are not authorized to sign for the university.

A link to the Alcohol Application Form will be email to you after your event information has been processed. If you have any questions or concerns, please contact Joyce Pratt at joyce.pratt@colostate.edu or (970) 491-1432.

■ RECEPTIONS & CATERING

All receptions need to be catered by an approved caterer as the UCA does not have appropriate prep facilities. Food and drink are not allowed in the performance or rehearsal spaces unless agreed upon in advance. Food in dressing rooms or green rooms must be disposed of daily in approved trash containers.

APPROVED CATERERS

A Catered Affair with Connie	Connie DuBois	(970) 215-0296	acateredaffairwithconnie@yahoo.com
A Spice of Life Catering	Nick Patterson	(303) 443-4049	npatterson@aspiceoflife.com
Canino's Italian Restaurant	Clyde Canino	(970) 493-7205	clyde@caninositalianrestaurant.com
Fiona's Delicatessen and Catering	Elizabeth McBryde	(970) 530-2120	catering@fionasdeli.com
Food for Thought	Vincent Clark	(970) 231-3018	vclark-chef@msn.com
Lory Student Center Catering	Andrew Cundiff	(970) 491-5332	andrew.cundiff@colostate.edu
Rainbow Catering & Restaurant	Steve James	(970) 221-2664	steverainbowcooking@hotmail.com

All requirements for tables and chairs outside of the UCA inventory including linens, glassware, tableware, etc. must be rented from outside companies. The renter is responsible for all arrangements and payments. That rental must include delivery, set up and tear down. Approval of delivery time is set by the Events Manager and may be required to be within your contracted access times. Performance spaces are not to be considered for reception rentals.

PARKING INFORMATION

The University Center for the Arts is located in the old Fort Collins High School at 1400 Remington Street between Prospect Avenue and Pitkin Street.

ALL DAY FREE PARKING

- Parking on the same side of the street as the UCA on Peterson and Lake is free all day.

TWO HOUR FREE PARKING

- Two-hour parking is available Monday - Friday between 8am-5pm 'across the street' from the UCA.

PERMITTED PARKING

- Permitted parking is available directly behind the UCA in the parking lot off of Pitkin Street and Lake Street (which is free after 4:00pm and all day on the weekends) as well as in the parking garage on the west side of College Avenue which can be reached by entrances on Pitkin or Lake Streets. Should you wish to park in a permitted lot prior to 4:00pm on a weekday you can purchase day pass for about \$12 by calling CSU Parking Services at 970-491-7041. You will need to provide a credit card number and your license plate number.

