

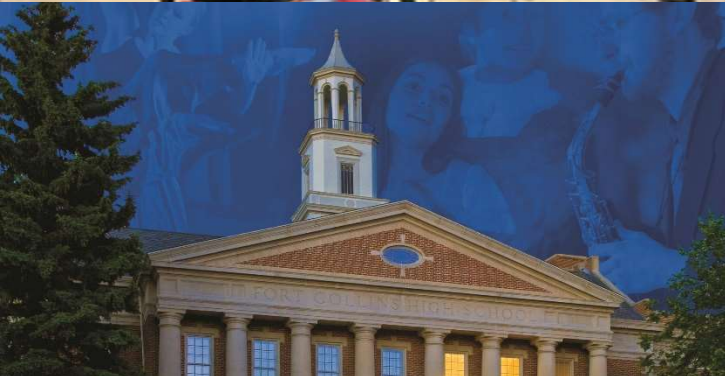


2024
2025

UNIVERSITY CENTER
FOR THE ARTS
COLORADO STATE UNIVERSITY

UCA RENTAL GUIDE

UNIVERSITY CENTER FOR THE ARTS | 1400 Remington Street, Fort Collins, Colorado 80523-1778



Welcome to the UCA

The world-class University Center for the Arts houses the School of Music, Theatre, and Dance, the Gregory Allicar Museum of Art, the Avenir Museum of Design and Merchandising, and select courses out of the Department of Art and Art History and the LEAP Institute for the Arts. The building is surrounded by the beautiful CSU Flower Trial Gardens.

With more than 250 performances and exhibitions annually, the University Center for the Arts (UCA) is an exquisite venue for the study, performance, and exhibition of the arts.

FACILITY RENTAL

The UCA is primarily an education 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. **Please note that the University Theater, Studio Theatre, and University Dance Theater, as well as classrooms and dance studios, are not available for rental.**

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. All rental requests must be made at least four weeks prior to the date of the event.

RENTAL RATES | Rates are for any part of the day. Use must be between 8:00am and 11:00pm.

	STANDARD	NON-PROFIT	CSU/ALUMNI*	COMMENTS
GRIFFIN CONCERT HALL				
Performance rate	\$1400	\$1000	\$800	Any event with an audience
Rehearsal rate	\$750	\$500	\$400	
ORGAN RECITAL HALL				
Performance rate	\$800	\$600	\$500*	Any event with an audience
Rehearsal rate	\$400	\$300	\$250*	
CINDY BOOMER HALL A	\$300	\$250	\$200	All events
CINDY BOOMER HALL B	\$250	\$200	\$150	All events
RUNYAN MUSIC HALL	\$200	\$150	\$100	All events
UCA LOBBY				
General patron use	INCLUDED	INCLUDED	INCLUDED	Included with same day facility rental.
Reception only rate	\$350	\$300	\$250	\$250 carpet cleaning fee may apply.
CLASSROOMS	\$150/each	\$100/each	\$75/each	Only available with venue rental
PRACTICE ROOMS	\$50/each	\$25/each	\$25/each	Only available with venue rental

ADDITIONAL INFORMATION

DANCE & THEATRE SPACES: Due to academic use, dance and theatre spaces are not available for rental.

MULTIPLE DAY RATE: A 25% facility discount is applied for all multiple consecutive dates.

CSU/ALUMNI RATE: This rate is valid for official CSU departments and student organizations paying via an I/O. Alumni wishing to book the Organ Recital Hall for a personal recital, lecture, or recording session will be eligible for the CSU rate.

WHAT'S INCLUDED in the rental rate:

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 | CBH, RMH

Music Chairs | All Venues

Music Stands | All Venues

Choral Risers | GCH, CBH 9 3-step risers available

Orchestral Platforms | GCH, CBH 4 each of 8", 16", and 24"

Sign Holders | 11'x17' floor stands

Dressing Rooms | GCH (4), ORH (2)

WHAT'S NOT INCLUDED in the rental rate:

Labor

Ticketing Services

Additional Microphones

Projection System | GCH, ORH Requires Audio Technician

Sound System | GCH, ORH Requires Audio Technician

Grand Pianos | GCH, ORH, CBH, RMH

Percussion Equipment | Available at an additional charge

Linens and Reception Supplies

Liability Insurance | Required by CSU

Post-Event Custodial | \$43-\$59 fee per day

Special Custodial Services | Any additional cleaning resulting from use (such as carpet cleaning)

Trash | \$15-\$30 for ALL events with food

LABOR RATES

As the UCA is primarily an academic facility, our staff consists of three full-time employees and 30 part-time work study students. Unlike other facilities, such as the Lincoln Center who employ many full-time employees and trained technical staff, our managers, crews, and technicians are all work-study students employed part time.

LABOR RATES | 2 hour minimum – Per Federal law, UCA crews require a 30-minute meal break after every five continuous hours of work. Depending on the nature of your event, accommodations may be made for on-duty meal breaks.

POSITION	RATE	COMMENTS
PERFORMANCES AND LECTURES <i>minimum staffing:</i>		
Stage Manager	\$25 per hour	Required for the duration of your event.
House Manager	\$25 per hour	Scheduled 1 hour prior to your event.
CONFERENCES, REHEARSALS, AND SMALL MEETINGS <i>minimum staffing:</i>		
UCA Representative	\$25 per hour	Required for the duration of your event.
ADDITIONAL STAFF <i>based on the size and needs of your event:</i>		
Ushers	\$25 per hour	Scheduled 1 hour prior to your event.
Audio Technician	\$25 per hour	Required if audio or video is requested.
Stage/Setup Crew	\$25 per hour	Scheduled based on event requirements.
Piano Tuning	\$150	Must be requested 2 weeks in advance.
ACCOMPANYING SERVICES <i>based on availability:</i>		
CSU Staff Accompanist	\$60 per hour	Prep time additional (if needed)

TECHNICAL SERVICES

Events requiring multiple microphones, projection, audio playback, stage monitors, or similar require approval from the UCA Technical Coordinator. Should you have any questions please contact Jim Doser, Technical Coordinator at (Cell) 818-422-7835; (Office) 970-491-1879; or james.doser@colostate.edu with any questions.

EQUIPMENT RENTAL

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

	VENUES	RATE	COMMENTS
GRAND PIANO	GCH	\$150 per event	Steinway D 9' Concert Grand
	ORH	\$150 per event	Steinway D 9' and Steinway B 7' Concert Grands
	CBH A/B	\$100 per event	Baldwin 7' Grand / Yamaha 7' Grand
	RMH	\$100 per event	Steinway D 9' Concert Grand
PERCUSSION RENTAL	ALL	\$1200 Annual contract	Must be approved in advance by percussion faculty.
	ALL	\$275 Single event	Must be approved in advance by percussion faculty.
MICROPHONES	GCH ORH	\$25 each additional	1 included. Requires Technical Services labor.
PROJECTION SYSTEM	GCH ORH	\$300	Includes setup labor Technician labor additional.
	CBH RMH	\$100	Projection system built-in Technician labor additional.
BANQUET LINENS	ALL	\$20 each	Black Limited quantities available. Please confirm.

GCH = Griffin Concert Hall | **ORH** = Organ Recital Hall | **CBH** = Cindy Boomer Hall | **RMH** = Runyan Music Hall

TICKETING SERVICES

If any event during the duration of your rental is ticketed, the User is required to utilize the UCA Box 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** | \$1.50 per ticket regardless of how or when they purchase their ticket | This fee must be included in your total advertised price.
- **CONVENIENCE FEE** | \$3.00 per order for all phone and night of show sales | Internet and advance window sales do not incur any fee.

WHAT YOU PAY

- **ADMINISTRATION FEE** | 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)
- **TICKETS FREE EVENTS** | \$.25 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.

PAYMENTS & INSURANCE

Advance payment or deposit for all new users is required to secure all dates.

Presentation of a **Certificate of General Liability Insurance (COI)** 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 on the certificate is required prior to event. An insurance agent can provide you with more details.

A **Waiver Release Form** may be required by the University pending the event type. There is no additional charge if required.

Additionally, General Liability coverage is available to Users through the University and the cost is based on the type of event. Users can request a quote by submitting this [FORM](#) to Joyce Pratt, CSU Risk Management and Insurance, at Joyce.Pratt@colostate.edu.

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 concert lighting system, sound system, recording capabilities, 9-foot Steinway D Concert Grand and a hydraulic orchestra pit.
- Amenities include 2 principal and 2 chorus dressing rooms.
- The space is best used for large music performances and lectures.
- Square Footage: 7,800

ORGAN RECITAL HALL



- The 320-seat Organ Recital Hall is the home of the Casavant Frères Organ.
- Equipment includes audio and video recording capabilities, fixed concert lighting system, 9-foot Steinway D Concert Grand, 7-foot Steinway B Concert Grand, motorized black-out curtains.
- Amenities include variable acoustic banners, a backstage area, greenroom area, two dressing rooms, and restrooms.
- This space is best used for recitals, lectures, and meetings.
- Square Footage: 4,500

CINDY BOOMER HALL A



- Cindy Boomer Hall A is the main rehearsal room for CSU bands and features wood floors and a 30-foot ceiling.
- Equipment includes a projection system, basic sound system and Yamaha C7 Grand.
- This space is best used for rehearsals, meetings, and receptions of up to 200.
- Square Footage: 2,600

CINDY BOOMER HALL B



- The Instrumental Rehearsal Hall is the main rehearsal room for CSU bands and features wood floors, a 20-foot ceiling, and separate outside entrance.
- Equipment includes a projection system, basic sound system and Yamaha C7 Grand.
- This space is best used for rehearsals, meetings, and receptions of up to 200.
- Square Footage: 1,400

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 and Yamaha C7 Grand.
- The space is best used for rehearsals, lectures, and meetings.
- The room functions as a classroom and is rented 'as is.'
- Square Footage: 2,300
- Not pictured are permanent seated risers using 1/3 of the floor space.

ADDITIONAL SPACES

CLASSROOM AND PRACTICE ROOMS | These rooms are available only with main venue rental listed above.

DANCE AND THEATER | Due to academic and production use, the Dance Studios, Dance Theatre, and University Theatre are not available for rental at any time.

FACILITIES USE POLICY

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.

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.

LIABILITY | 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 | 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.

TECHNICAL EQUIPMENT | 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.

SUPERVISION | 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.

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 is limited to after 4pm on weekdays and all day on weekends. Parking may be limited 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 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.

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.

Nailing and/or screwing scenery into the stage floor is not permitted. Damage to the stage floor or walls will be billed to User for all expenses incurred. Scenery and equipment should not be dragged on wood floor on Griffin stage. Repairs due to damage will be charged to the User.

CONCESSION AND MERCHANISE SALES | UCA must have prior approval of any items being sold by the User while on campus. The user is also responsible for payment of applicable sales taxes. The User must provide their own labor and bank. The sale of alcohol is not permitted at any time unless User obtains a special permit through the City of Fort Collins.

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 a legal relationship between the reader and the Colorado State University Center for the Arts.

FOOD & ALCOHOL

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 resulting from your event.

Please contact Peter Muller, Director of Events, 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.

[CLICK HERE](#) for the application

If you have any questions regarding CSU's policy, please contact Joyce Pratt at joyce.pratt@colostate.edu or (970) 491-1432.