

**MIAMI
UNIVERSITY**

**SPECIAL
FACILITIES**

**HALL
AUDITORIUM
INFORMATION**

HALL AUDITORIUM GUIDELINES FOR USE

1. The facility is intended to be used primarily as a performance space (i.e. not as a rehearsal hall); acoustic performances, dance or theatrical presentations requiring minimal scenery, guest lecturers or other activities which would benefit from an intimate, formal surrounding.
2. The facility is not to be used for regularly scheduled academic activities as these could conflict with the performance mission.
3. Smoking is prohibited in all Miami University-owned facilities and on the grounds of any university-owned property. This includes all buildings owned or controlled by Miami University, shelters, indoor and outdoor athletic facilities, indoor and outdoor theatres, bridges, walkways, sidewalks, residence halls, parking lots and garages. Smoking is prohibited on sidewalks that adjoin University property. Smoking is also prohibited in any vehicle or equipment owned, leased or operated by Miami University. **There are no exceptions.**
4. No food or beverages will be permitted in the seating areas.
5. Scheduling of the facility based on guidelines 1 and 2 will be handled by the Office of Special Facilities, Room 93, Millett Hall, 513-529-8012 or by email at Clarkbw@muohio.edu
6. A separate reception room may be used for formal university activities as established by guidelines set forth by the Space Utilization Group. This room is also scheduled exclusively by the Office of Special Facilities.
7. The normal configuration of the stage will be:
 - a) Full acoustical shell set in maximum stage setting with a performance area measuring 39 feet wide at the curtain line by 27 feet deep. The stage is 27 feet wide at the rear of the stage.
 - b) Front act curtain will be open with the stage lift set at stage height.
 - c) Audience seating in this configuration is set at a capacity of 732 (see Hall Auditorium Occupancy Policy).
8. All major reconfigurations (from normal) of the stage will be performed by the assigned building staff only. All repositioning of the portable equipment (i.e. music stands, chairs, risers, podiums, etc.) will be the responsibility of the user.
9. All lighting and sound needs must be approved in advance by the Office of Special Facilities. Due to staffing and equipment considerations, it may be difficult to honor last minute changes or requests.
10. Operation of all building systems (lighting, sound, projection, stage lift, etc.) is restricted to the trained operations staff.
11. There will be no unsupervised use of the auditorium. The building staff will be present and on duty during all times the auditorium is open (rehearsals, performances, lectures, etc.) to any group.

12. Hall Auditorium is an acoustical auditorium. As such, events which require sound amplification are strongly discouraged from performing there.
13. **All sponsoring departments/campus organizations will be required to participate in the set-up, production and restoration costs associated with their activity.** An **estimate** of costs will be provided by the Office of Special Facilities **upon request**. A current university account number to be charged must be communicated to the Office of Special Facilities at least two weeks prior to the event. The account number charged will reflect **actual** costs incurred by the event.
14. Non-university groups will be required to pay a facility rental fee to be determined by the Vice President of Business and Finance.
15. Ushering and coat-check services are the responsibility of the user.
16. Special services for persons with disabilities may be requested in advance through the Office of Disability Resources, Room 304, Shriver Center, 529-1541.
17. The Office of Special Facilities reserves the right to determine the appropriateness of any request for use of the facility.
18. Rehearsals for any event will be limited to **one** additional day in the auditorium.
19. Scheduling priority for use of facilities must adhere to the **SPECIAL FACILITIES GROUP SCHEDULING PRIORITY LIST** (see addendum).
20. Events for which the expected attendance is over 300 shall be required to conform to the Hall Auditorium Occupancy Policy.
21. No open flame will be allowed in the auditorium. This includes candles.
- 22. The use of confetti or glitter is prohibited. Any group that violates the policy will be responsible for all costs related to cleanup.**
- 23. White sole tennis shoes are not permitted on the marley dance floor. The only approved footwear is black soles or ballet shoes.**
24. No signs may be posted on any walls or windows within the auditorium or lobby. No tape, plasti-tac or any other adhesive may be placed on walls or windows. All decorations must be pre-approved (no exceptions).

HALL AUDITORIUM OCCUPANCY POLICY

In order to maintain audience attendance below the stated capacity (735) of Hall Auditorium, the following process will be followed:

1. Sponsoring groups must project anticipated attendance when the space is reserved, no later than one week prior to the event.
2. All publications and advertisements for events scheduled in Hall Auditorium must indicate that seating is limited and that tickets are required.
3. Events with a projected attendance of **less than 300** are not required to utilize an admission control method.
4. Events with a projected attendance of **between 300 and 500** must utilize the admission control method (described below) to maintain auditorium occupancy below the 735 person capacity.
 - a. Advance ticket distribution, either free or for sale is highly recommended. Advance tickets will be provided to the sponsoring group who have the option to make arrangements with the university box office to distribute the tickets. All undistributed advance tickets must be returned to Hall Auditorium prior to the opening of the doors for the event.
 - b. The sponsoring group will be responsible for ticket distribution and collection on the day of the event. Group is responsible for providing the tickets and staff necessary to fulfill this requirement.
 - c. Once the ticket supply has been exhausted, the doors to the auditorium will be closed, signs announcing the status will be posted, and access to the auditorium will be denied unless people have a ticket to the specific event. Special Facilities staff (with the cooperation and assistance of the sponsoring group) will strictly enforce this policy. The sponsoring group must provide a person on site to settle disputes regarding entry into the building.
5. Events with a projected attendance of **over 500** must utilize the admission control method (below) to maintain auditorium occupancy below the stated capacity.
 - a. Advance reserved seat ticket distribution, either free or for sale, is mandatory. Advance tickets will be provided to the sponsoring group who must make arrangements with the university box office to distribute the tickets. All undistributed advance tickets must be returned to Hall Auditorium prior to the opening of the doors for the event.
 - b. The sponsoring group will be responsible for ticket distribution and collection on the day of the event. Group is responsible for providing the tickets and staff necessary to fulfill this requirement.

- c. Once the ticket supply has been exhausted, the doors to the auditorium will be closed, signs announcing the status will be posted, and access to the auditorium will be denied unless people have a ticket to the specific event. Special Facilities staff (with the cooperation and assistance of the sponsoring group) will strictly enforce this policy. The sponsoring group must provide a person on site to settle disputes regarding entry into the building.
- 6. The auditorium will not allow standing room only for any event. Event attendees must be at their seats during the event or they will be removed from the auditorium.
- 7. There will be no exceptions to the Hall Auditorium Occupancy Policy. Questions and concerns should be discussed **in advance** with the Office of Special Facilities (529-8012).

HALL AUDITORIUM – GREEN ROOM USE POLICY

The Green Room in Hall Auditorium is furnished and decorated in a manner befitting the architectural style of the building and provides an ambiance appropriate to the entertainment of distinguished and special guests to Miami University. As such, it will only be used by the University President and Vice Presidents as well as groups which have reserved the use of the auditorium within the building. The room will not be used for academic instructional purposes. **Student Groups may not use the Green Room unless they qualify under the Usage Guidelines below.**

Usage Guidelines

1. Groups who have reserved the Auditorium for use (day of performance only).
2. University President and Vice Presidents
3. Performing Artist Series and Philosophy Department functions (non-academic).
4. Deans and others deemed appropriate by the University President or Vice Presidents.

Restrictions

1. Capacity of the room is set at 50 people maximum.
2. Food Service must be approved in advance by the Office of Special Facilities and is limited to basic reception-type foods and small luncheons. Alcohol use governed by MUPIM 16.1.
3. Some audio-visual needs can be provided by the Special Facilities office. Users must make arrangements advance with the Special Facilities office.
4. Requests for use of the room must be made at least 7 days in advance. Last minute requests may not be honored.
5. Events which host a reception for more than 50 people must hold the reception in the Lobby of Hall Auditorium. No exceptions.

Access Procedure

All requests must be made through the Office of Special Facilities (Phone: 529-8012).