Procedures for Scheduling the Geary Event Center

1) Purpose of Facility and Priority Uses: The Geary Event Center (hereafter, the GEC) is a large capacity auditorium hall for Theatre and Music performance, film viewing, spoken presentation, and other large viewing and listening activities. Its purpose is to promote USU Eastern’s mission, which includes academic and community service components. To achieve these purposes, the GEC’s scheduling will give priority first to the Theatre and Music Programs, second to all other Price Campus departments and programs, and finally to non-Campus entities who desire to use the space. This scheduling procedure seeks to –
   a) Maximize utilization of the venue in USU Eastern’s mission achievement,
   b) Promote a fair and feasible first-scheduled access to the venue for Campus-related entities, and
   c) Promote a fair and feasible access to the venue for non-Campus entities during times when Campus-related entities are not using part or all of the GEC.

2) Responsibilities:
   a) GEC Scheduler: An employee of the Price Campus will be designated as the GEC Scheduler, and this person will be responsible to maintain an annual GEC schedule and implement these procedures.
   b) Campus Administrators: Cabinet members, including the Chancellor, Vice Chancellors, and Associate Vice Chancellors, are responsible to oversee and intervene to ensure these procedures are observed.
   c) All Users: All entities using the GEC are responsible to promote USU Eastern’s mission, observe these procedures, avoid damaging or degrading the facility, and ensure that the venue’s open spaces remain free of clutter and obstructions.

3) Access and Restrictions on Use of Particular Spaces within the GEC: Some of the GEC’s spaces are dedicated for the sole use of the Theatre Program, and some of the GEC’s spaces are non-dedicated spaces which all persons must keep open and unrestricted to allow unobstructed use by scheduled Campus and non-Campus users of the GEC.
   a) Year-round and throughout the day, the Theatre Program manages dedicated Theatre spaces, but must keep all obstructions out of spaces not dedicated to the Theatre Program. Spaces dedicated for the Theatre Program are
      i) The Scene Shop
      ii) The lower-level Lighting Workroom
      iii) The lower-level Prop Storage room
   b) Select spaces are to be secured and made available for use only upon supervision of the GEC Scheduler and/or Theatre and Music Faculty, including
      i) The ticket booth,
      ii) The lighting and projection room,
      iii) The catwalks and all access to scenery fly systems and suspended lighting
   c) All facilities infrastructure and utility spaces must be kept clear of any obstructions at all times. These spaces include
      i) The crawl space underneath the facility,
      ii) All hallways, except for approved furnishings, and
      iii) All heating, plumbing, electrical, and data spaces.
d) Remaining Space of the GEC not specifically named above are open spaces to be available and kept uncluttered for the scheduled use of the Campus at large and/or scheduled non-Campus users, including
i) The auditorium seating area,
ii) The stage and stage wings,
iii) The conference room,
iv) The foyer,
v) Upper- and lower-level restrooms,
vi) The Dressing and Makeup Rooms, and
vii) The Green Room

4) Procedures for Scheduling:
a) Priority Scheduling: By the following means, the annual GEC Scheduler will provide appropriate priority access for the Theatre and Music Programs, and for other Campus-related space users.
   i) Annually during the month or two before Fall semester begins, the GEC Scheduler will call for the desired annual program of events that the Theatre and Music Programs will present in the GEC for the following academic year. The Theatre and Music Program will submit plans and requested dates of access by August 1.
      (1) Requested Dates for Setup and Takedown: The performing arts requested dates should indicate the dates when the event will be performed, plus a setup time of not more than 72 hours for Music events; or a setup time of not more than three calendar weeks for major Theatre productions; and a takedown time of not more than 72 hours for all performing arts productions.
      (2) During the three-week setup for Theatre events, the behind-curtain stage area will be restricted to the Theatre program’s use; however, during these three weeks, scheduling will allow other non-Theatre users to have access and use the GEC’s non-restricted spaces in front of the curtain and elsewhere, and the Theatre will accommodate these uses.
   ii) On or before September 1, the GEC Scheduler will post a calendar that blocks out the Theatre and Music events with associated setup and takedown periods. On that date, the GEC Scheduler will notify other Campus-related entities that they have priority access to schedule events during available days, with appropriate and commensurate setup and takedown periods.
   iii) On or before September 15, the GEC Scheduler will post a calendar that blocks out the days of all Campus-related events, and on September 15, the GEC scheduling will be open to all users.

5) Use Fees and Contracts:
a) All users will sign a use contract, available from the GEC Scheduler.
b) Each year the GEC Scheduler will post a fee schedule that describes the fees for non-Campus users.
c) After the event and its takedown have occurred, the GEC Scheduler will inspect the facility and notify the user and (if Campus-related) the user’s administrator of any problems related to clutter, obstruction, or facilities damage. If needed, the GEC Scheduler will bill users for cleanup, restoration, or repairs of problems that occurred during a particular use. Non-payment will result in future denial of access, until paid.