

# **OGLE CENTER: THE PERFECT EVENT GUIDELINES**

This document is designed to be helpful to you in regard to venue reservations, room usage policies, and fire code issues. It is not designed to be an all-inclusive source for information and is subject to change. After reading it, please let us know if you have any questions or concerns. Our goal is to help make your event successful, to provide for your safety and security, and to keep the facility in tip-top condition.

## **General Statement of Policy**

The Ogle Center serves the internal and external communities, providing facilities for music, theater, and fine arts performances, for shows and other entertainment, and for conferences, seminars, workshops and other gatherings. Scheduled programs, special events, and other activities must be in keeping with the mission and purpose of the University, reflecting high academic, aesthetic, and educational qualities for which the University is known. It is expected that users of the Ogle Center respect the physical integrity of the building.

## **The Ogle Center Manager**

The Ogle Center Manager has responsibility for the overall operation of the venues and other facilities in the Center and manages both the operating budget and the auxiliary budget. The Manager oversees the technicians, the custodians, and front of house staff, and develops the programming for the season. The manager markets and advertises these activities and events, and secures funding for the Center in the form of gifts, ad sales, and sponsorships.

## **Advisory Committee**

The Advisory Committee consists of twelve members appointed by the Chancellor: Dean of Arts & Letters; faculty members from music, theater, and fine arts; one faculty member at large; one student representative; and five members from the community. The purpose of the committee is to assist in fund development, as well as to provide advice and counsel regarding operational matters.

## **Scheduling Priorities**

Scheduling of Ogle Center facilities is the responsibility of the Ogle Center Manager. The first priority is the scheduling of academic activities of the music, theater, and fine arts departments. The second priority is the scheduling of community arts groups, outside shows and other contract engagements. The third priority is the scheduling of internal and external seminars, workshops, and other activities. Once an event has been scheduled and confirmed, it cannot be changed without authorization by administration. Prior to schedule confirmation, negotiation can and should be used to promote the best use of the Center when there are conflicting requests.

## **Booking Procedures**

Procedures and deadlines for booking events are designed to facilitate the smooth operation of the Center. Most of the programs and activities will take place in one of the six main venues of the Center, namely, the Richard K. Stem Concert Hall, the Robinson Theater, the Recital Hall, the Black Box Theater, the Ronald L. Barr Art Gallery, and the Amphitheater. Requests for scheduling the facilities are given to the Ogle Center Manager, who makes the decision according to scheduling priorities. No later than July 1 of each year, the Music, Theater, and Fine Arts Departments will notify the Building Manager of needed dates for the year which begins on July 1 of the following. For example, the departments would notify the Manager of needed dates for 2008-2009 by no later than July 1, 2007. This will enable the Manager to begin scheduling performing arts groups and entertainment shows a year in advance of the performance. Some agents book their artists two or three years in advance. Bookings for corporate groups, university groups, and others that want to schedule the facilities for such events as seminars, luncheons, workshops, and meetings will begin July 1 for the coming year, and will continue as needed throughout the year as facilities are available.

**To reserve a venue at the Ogle Center, the following procedure is suggested:**

1. Call the Ogle Center Administrative Office at 941-2544 to check venue availability. The Richard K. Stem Concert Hall, Robinson Theatre, Recital Hall, Black Box, and Ogle Lobby must be reserved through the Ogle Center Administrative Office. **The Orchestra Rehearsal Room must be reserved through the Music Office at 941-2655.** Please see scheduling priorities and booking procedures above.
2. After finding available date(s), complete the **Request for Venue Form** <http://oglecenter.ius.edu/venuerequest.cfm>. For instructions on completing the Request for Venue Form, please see **Completing the Request for Venue Form (Attachment 1)**.
3. If the event is a ticketed event, the **Ticket Information Form** must be completed.
4. E-mail the completed Request for Venue Form and the Ticket Information Form to the Ogle Center by clicking on the Submit by E-mail button on the form or by printing and faxing the completed form to 941-2541.
5. Allow 5 working days for the Ogle Center to process the request.
6. You will receive a confirmation number and a copy of the approved Request for Venue Form. Please keep this document for your records.

## **Fee Schedule**

An appropriate fee schedule for use of the facilities is developed by the Ogle Center Manager and distributed to external and internal groups who are prospective clients. The fee schedule will be available by July of each year. Please call 941-2544 or e-mail [oglemail@ius.edu](mailto:oglemail@ius.edu) for the current fee schedule.

For IU Southeast departments and organizations, the venue rental fee is waived; however, there are labor charges and other related fees including ticketing, custodial, and house management fees, for extraordinary events and for events occurring outside of the normal business day (Monday through Friday, 9:00 AM to 5:00 PM). There may also be equipment rental charges if the Ogle Center doesn't own the equipment requested. Please call 941-2544 for more information.

Events which are co-sponsored with external individuals or organizations must be approved by the Ogle Center Manager before a venue rental fee is waived.

## **Venue Usage Policies**

1. It is expected that users of the Ogle Center respect the physical integrity of the building.
2. Users are responsible for turning off lights and locking venues.
3. Pianos are to be covered when not in use.
4. Doorstops, stage weights, music stands, or wedges may NOT be used to prop open doors. This is a violation of the Indiana State Fire Code.
5. Equipment, chair racks, stand racks, may be stored in authorized areas only. Unauthorized areas include off-stage areas, loading dock areas and hallways. For short-term permission for storage, please clear through Ogle Center Administrative Office.
6. If you move equipment, music stands, chairs, etc., please return these to the original location after use.
7. Any open flames during performance must be approved by the Center Manager a minimum of 10 days in advance of performance.
8. Please do not post flyers or signs on doors or on painted drywall in the Center. We want to keep the Center looking nice for all who use the facilities. If signs must be used, please use music stands to hold the signs.
9. Bottled water is permitted in the venues. Food and other drinks are not permitted in any venue unless authorized by Management.
10. Recording devices and cameras are not permitted during performances unless approved in advance by the individual or group reserving the venue.
11. For ticketed events, every individual entering an event must have a ticket. This includes infants and children.

## **Ogle Center Contact Information**

### *For custodial assistance:*

Joey Leezer, Set-Up Coordinator – 941-2504 [jleezer@ius.edu](mailto:jleezer@ius.edu)

### *For technical assistance:*

Jay Moore, Technical Director – 941-2503 [jamoore2@ius.edu](mailto:jamoore2@ius.edu)

Derek Young Assistant Technical Director – 941-2504 [deyoung@ius.edu](mailto:deyoung@ius.edu)

### *For ticketing assistance:*

Michaelleen Ogden, Ticket Office Manager – 941-2525 [mmogden@ius.edu](mailto:mmogden@ius.edu)

### *For ball reservations and bookings:*

Kirk Randolph, Administrative Assistant – 941-2544 [karandol@ius.edu](mailto:karandol@ius.edu)

### *For catering needs:*

Vickie Hartman, Conference and Catering – 941-2318 [vhartman@ius.edu](mailto:vhartman@ius.edu)

### *To address concerns to management:*

Kyle Ridout, Manager – 941-2544 [kridout@ius.edu](mailto:kridout@ius.edu)

### *Music and Theater Department Office*

Ken Atkins, Administrative Assistant – 941-2655 [kewatkin@ius.edu](mailto:kewatkin@ius.edu)

### *For custodial emergencies:*

First, call Joey Leezer – 941-2504

Second, call Kirk Randolph – 941-2544

Third, call Physical Plant – 941-2330

### *For emergencies:*

1. Call Campus Police – 941-2400

2. Call Kirk Randolph – 941-2544

## Attachment 1. Completing the Request for Venue Form

1. Download the Request for Venue Form from the Ogle Center Web Site: <http://oglecenter.ius.edu> or call the Ogle Center Administrative Office at 941-2544 to request the form. Use the tab key to move between fields.
2. **Purpose/Name of Function.** This field is for the name of your event.
3. **Date(s) Requested.** You may request multiple dates on this form; however, all dates requested should have the same starting/ending time.
4. **Venue Requested.** Click on the down arrow to see options available. If you are requesting a combination not listed on this form, please select OTHER and call the Ogle Center Administrative Office to inform which venues are needed. **Please note that the Music Office is responsible for booking the Orchestra Rehearsal Room. Please call 941-2655 to request the Orchestra Rehearsal Room.**
5. **# of people expected.** Please enter your best estimate of how many people will be attending your event.
6. **Rehearsal Date(s) and Time(s).** If you would like a day to prepare for your event, please enter both date(s) and time(s) in this field.
7. **Date submitted.** The day you are submitting this form.
8. **Requested by.** This field is for the name of the administrative assistant or department contact requesting the room. IUS students must request venues through department that are willing to accept any charges from the event, unless the student wishes to rent the venue directly.
9. **For.** This field is for the name of the faculty member or person responsible for the event.
10. **Address.** If on campus, building and room number is sufficient.
11. **E-mail.** Please enter an E-mail address that a confirmation number may be sent.
12. **Phone.** Phone number of the person requesting the venue.
13. **Fax.** Fax number of the department requesting the venue.
14. **Are you selling tickets?** If this is a paid or controlled admission event, the Ogle Center Ticket Office must handle ticket sales because of our contract with Ticketmaster. Please complete the Ticket Information Form found on the Ogle Center Web Site and call 941-2525 with any questions.
15. **Hosting a reception?** All catering needs must be requested through Conference and Catering. Please call 941-2318 for more information.
16. **For # of people.** Please enter the number attending the reception.
17. **Technical Staff Required.** A technician is required for nearly all events. The Ogle Center determines how many technicians are needed. Please call 941-2544 if you are uncertain if your event needs a technician.
18. **Lights Needed and Type.** If using a venue, lights are needed. Please select Standard lighting if you need "lights on" only. Please select special lighting if you would like color gels or lighting plots during the performance. Please note that special lighting has additional charges.
19. **Sound Needed.** If microphones, CD players, or speakers are needed, please select Yes. Please check what kind of microphone(s) you would like.
20. **Telex.** Telex is the headphone system used to communicate between the stage and technicians.
21. **Monitors.** Speakers on stage directed toward performers on stage.
22. **Orchestra Shell or Drapes.** Only for Stem. Sound shell or drapes.
23. **Piano.** If a piano is needed. If a certain piano is requested, please list under piano needs.
24. **Lectern or Table Lectern.** Used for a presenting speaker.
25. **Conductor's Podium.** Used to raise the height of the conductor.
26. **Choral Riser.** The Ogle Center owns 5 choral risers.

27. **Music Stands.** Black, Manhasset type.
28. **Tables.** The Ogle Center owns twenty-one 8' by 2.5' rectangular tables. If 4' round tables are needed, these are normally requested through Conference and Catering – 941-2318. There is a charge for skirts and table cloths.
29. **Chairs.** If chairs are requested, please list the number needed.

If you have **food and beverage needs** please contact Conference and Catering at 941-2318.

If you have **media needs** (TV, projector, computer, etc.) please contact Media Services at 941-2257 or reserve equipment on line <http://it.ius.edu/MediaServices/>.

If you would like to **reserve the Orchestra Rehearsal Room (OG-160)** please contact the Music Department Office at 941-2655.

Please submit the completed form either by printing the form and faxing the completed form to 941-2541 or by E-mailing the form by using the “Submit by E-mail” button. Please allow 5 working days for the Ogle Center to respond to the request. If it is a last-minute request, please call 941-2544 to confirm the Ogle Center has received the request.

For special lobby or stage set-ups, please call 941-2544.

By submitting the Request for Venue Form, the user acknowledges that the person or department requesting the venue will be charged for any extraordinary labor or equipment fees. For a current price list, please call 941-2544.

You will receive an estimate for any event charges prior to your event.

If there are changes to be made after the request is submitted, please call 941-2544. Please allow five (5) working days for any changes to be processed as the Ogle Center may need to order additional equipment or schedule additional technical labor.

Please give at least five (5) working days notice if a scheduled event is to be cancelled. User will be charged estimated fees if the event is cancelled and five working days notice is not given.