MANNONI PERFORMING ARTS CENTER
AUDITORIUM
GUIDELINES FOR EXTERNAL PRESENTERS

Policy Statement

The Mannoni Performing Arts Center Auditorium operates as a fully functional theatrical presenting space. It is rented to presenters that are not part of The University of Southern Mississippi on a space-available basis. They are regarded as guests and will receive all rights and privileges accorded guests of the university while in accordance with all hall policies and procedures. Failure to comply with established policies and procedures outlined here and in reservation contract will result in loss of hall usage for the current and/or future events and forfeiture of and deposit and/or leasing fee.

Reason for Policy/Purpose

This policy is required for the effective communication of university policies regarding the use of the Mannoni Performing Arts Center Auditorium by external presenters.

Who Needs to Know This Policy

Anyone who is not part of The University of Southern Mississippi and desires to use the Mannoni Performing Arts Auditorium.

Website Address for this Policy

www.usm.edu/institutional-policies/policy-acaf-cal-001

Definitions
Policy/Procedures

1. When reserving the hall, presenter is reserving basic "shell" functions including doors open, work and hall lighting on and hall closure at conclusion of event.
2. All sound, light, backstage or other functions not included in the above must be arranged with or by the hall manager and may require additional fees and staffing as necessary to fulfill the presenter's requests. (See Mannoni Performing Arts Center Auditorium reservation form). All items other than the basic hall described in No. 1 above must be arranged at the time of hall reservation.
3. The hall is cleaned and monitored prior to each event. Failure to return the hall to condition upon entry will result in additional fees or loss of hall privileges. The presenter is responsible for removal of all trash to appropriate receptacles and returning any and all adjustments to equipment back to standard plot.
4. Additional facilities such as the hallway behind stage, choral hall or other classrooms must be arranged in advance and are only available with permission of the affected departments and School of Music. If approved, appropriate keys will be given to hall manager to allow entrance.
5. Upon arrival, a hall supervisor will greet presenter and make certain all requested services are in place. Presenter will also be provided contact information of the supervisor, manager and emergency contact. A university hall supervisor will be on site throughout presenter's stay.
6. For regular users with extended stays, a key to the facility doors may be provided. Presenter agrees to be responsible for the hall security while in possession of the key. Failure to lock all doors both internal and external when not on premises will result in loss of key privileges and result in additional hall supervision fees.
7. Presenters are REQUIRED to check out with the hall manager or supervisor on duty prior to leaving the facility.
8. For performances, the main doors to the building are opened one hour prior to the show start time. The auditorium is typically opened 30 minutes prior to show. Any variation to that must be discussed with the hall manager prior to the day of the show.
9. The presenter must announce and police the no food/drink policy. Absolutely not food or drink outside of water may be brought into the facility. Failure to comply will result in a warning followed by immediate loss of hall privileges.

Review

The School of Music Director is responsible for the review of this policy every four years (or whenever circumstances require immediate review).

Forms/Instructions

Mannoni Performing Arts Center Auditorium Reservation Form available at https://www.usm.edu/music/facilities.
Appendices

N/A

Related Information

N/A

History

11/01/11: Formatted for Institutional Policies website.
02/18/13: Formatted for template. Minor editing throughout.
Amendments: Month, Day, Year – summary of changes
Authorization

MANNONI PERFORMING ARTS CENTER AUDITORIUM GUIDELINES FOR EXTERNAL PRESENTERS ACAF-CAL-001

As the Responsible Officer, I have reviewed this policy and believe it represents the current policy.

[Signature]
Responsible Officer

[Date]
3/27/13
Date
MANNONI PERFORMING ARTS CENTER (740 SEATS)
AUDITORIUM RESERVATION FORM

Complete and return this form to
118 College Drive #5081, Hattiesburg, MS 34906-0001 or Fax 601.266.6427
Manager's Office (MPAC 103) 601.266.6121 or School of Music Office (MPAC 112) 601.266.6855

EVENT NAME ____________________________
PERFORMANCE TIME(S) ____________________________
MONDAY 4 p.m., 6 p.m. TUESDAY - FRIDAY 4 p.m., 6 p.m., 7:30 p.m.
SATURDAY 11 a.m., 1 p.m., 2:30 p.m., 4 p.m., 6 p.m., 7:30 p.m. SUNDAY 2 p.m., 4 p.m., 6 p.m., 7:30 p.m.

LOAD IN
DATE ____________________________
TIME ____________________________ □ AM □ PM
(Actual arrival at building to set-up)

LOAD OUT
DATE ____________________________
TIME ____________________________ □ AM □ PM
(All equipment, personnel and trash removed from premises. All tech restored to auditorium standard)

CONTACT PERSON ____________________________
DAY PHONE ____________ ALT. PHONE ____________ EMAIL ____________________________

SUMMARY (PLEASE CHECK AND CALCULATE ALL THAT APPLY - $USD)

HALL RENTAL
☐ EXTERNAL GROUP ............................................. $1,000/day x _____ day(s) = $_____
☐ USM STUDENT ORGANIZATION ......................... $ 350/day x _____ day(s) = $_____
☐ USM DEPARTMENT EVENTS ................................. $ 200/day x _____ day(s) = $_____

☐ USM ARTS HOSTED EVENTS ................... $ 250 x _____ performance(s) = $_____
☐ USM ARTS EVENTS ......................................... $ 100 x _____ performance(s) = $_____
☐ USM ARTS HOSTED SUMMER CAMPS ............. $ 50 x _____ performance(s) = $_____
☐ SCHOOL OF MUSIC RECITAL (pending availability – contact manager)

PERSONNEL
External groups only
☐ OPERATIONAL HOURS (8 a.m. - 5 p.m. maximum 9 hours) .................. $7.25 x _____ hour(s) = $_____
☐ ADDITIONAL HOURS (Prior to 8 a.m. and after 5 p.m.) .................. NC

SPECIALTY EQUIPMENT
☐ SOUND SHELLS
☐ PIANO (separate request for tuning should be made to Lonnie Young 601.270.6884)
☐ FLY SYSTEM (Main drape and stage wrap curtains will be in place. Further use of drapes and hanging of backdrops must be performed by approved vendor with charges paid by the presenter)

LIGHTING
Technical lighting is limited to existing lighting. Specialty requests must be discussed with the manager and supplied by outside approved vendor with charges paid by presenter. Stock lighting plot must be restored at conclusion of performance and calculated in load-out time unless prior arrangements have been made with auditorium manager.
☐ HOUSE ............................................. NC
☐ THEATRICAL (requires technician at extra cost as discussed with manager) .................. $_____
☐ SPECIALTY (approved vendor, approved by manager - paid by presenter to vendor) .................. NA

CONTINUED ON PAGE TWO
SOUND
Sound is limited to existing equipment. Basic rental includes one hand-held microphone and CD player.
Events with specific music cue requirements must supply an audio assistant. Specialty requests must be discussed with
the manager and supplied by outside approved vendor with charges paid by presenter. Presenter must supply any additional
electrical and audio cables and cords for outside equipment. Additional wireless microphones are available at extra charge.
☐ HAND-HELD .............................................................. NC
☐ CD PLAYER (specific cueing requires assistant) ........................................... NC
☐ SPECIALTY [requires technician at extra cost as discussed with manager] ........................................... $ __________
☐ EXTRA HAND-HELD .................................. $25 x _____  EXTRA MICS X _____ day(s) = $ ________

OTHER EQUIPMENT/SPACES
Presenter is responsible for securing tables, chairs and music stands from Physical Plant (601.266.4114)
☐ DRESSING ROOMS  [A $150 USD clean up fee will be charged if area is not returned to original condition]
☐ MUSIC STANDS  [40 are available for stage use only. Must be returned to appropriate storage when complete]

PAYMENT INFORMATION
ALL RESERVATION REQUESTS MUST BE
EXECUTED COMPLETELY TO CONFIRM DATE
*Please Note: If paying by check or cash, payment is expected
upon submission of this form. 50% is due at request, 30% due one
week prior to event. No event will be scheduled without a deposit.
Any event canceled less than one week prior to the event will
forfeit deposit

☐ CASH Receipt No. ________
☐ CHECK No. ________
☐ UNIVERSITY ACCOUNT

Name __________________________
No. __________________________
SIGNATURE AUTH. __________________________

Any emergency should be reported to campus security first (601.266.4986), then the hall manager.

All other technical components (projectors, screens, higher quality sound and microphones)
are supplied by ItTech (601.266.4800) and must be arranged and paid by the presenter.

Presenter agrees to return facility to the same or better condition when complete.
The hall is assessed prior to and following every event.
Excessive garbage, stains or damage will be repaired or replaced and charged to the presenter.

Presenter will enforce that no food or beverage other than water is allowed in theatre or lobby.

Normal hours of operation are 8 a.m. until 5 p.m.
External groups add additional $50 per hour for times beyond those hours.

Outside groups must hire a member of our auditorium staff during all hours they occupy the building.
This will be billed hourly at minimum wage + double for hours outside of normal operational hours.

Signing this application indicates that you have read, understand, and agree to the policies described.
Upon receipt of this completed application, the auditorium manager will contact you
to confirm your reservation and to discuss equipment and staffing.

DO NOT ADVERTISE YOUR EVENT UNTIL YOU HAVE RECEIVED CONFIRMATION FROM THE AUDITORIUM MANAGER.

PRESENTER'S SIGNATURE __________________________ DATE __________________________

MANAGER'S SIGNATURE __________________________ DATE __________________________

MPAC RESERVATION
AS OF 20 OCTOBER 2011