Bennett Auditorium  
College of Arts and Letters, July 2017

A. Priority of Usage  
1. Academic performance  
2. Faculty and staff  
3. Student groups  
4. Off-campus groups  

B. Cancellation/No-Show Policies  
Cancellations must be made one week prior to event, or the deposit will be forfeited. An alternative date may be substituted. In the event of a “no show,” there will be no refund of rental fees.

C. Fees  
1. Student groups $300 per day  
2. Off-campus groups $1,000 per day  
3. Holiday rate $1,500 per day (defined as official holiday observed by university)

   a. Payment is due when reservation form is submitted, with the exception of organizations paying via cash/check. 50% of the amount is due at the time of confirmation of the booking and 50% is due within one week of the show.  
   b. Undue or excessive need for cleaning will result in a fee upward of $150. Replacement and repair costs will be the responsibility of the renter. Need for cleaning, replacement and repair will be the decision of the dean of the College of Arts and Letters and the auditorium manager.  
   c. Due to maximum bookings in Bennett Auditorium by on-campus groups, outside rentals are only offered during non-academic periods. Those periods are during the months of May (after commencement), June, July and early January. Once classes have commenced, no outside bookings are accepted.

D. Equipment and Setup  
1. Equipment in the facility is limited to existing lighting.  
2. Sound equipment must be obtained from iTech.  
3. Additional sound, lighting or other equipment is the responsibility of the renter.  
4. Technical assistance personnel must be approved by the auditorium manager.  
5. Auditorium staff will provide minimal setup assistance.

E. Event Procedures and Rules  
1. No food or drink is allowed in the performance hall.  
2. All student groups must abide by the Leadership and Student Involvement policies within the Policies, Procedures, and Guidelines meeting.  
3. The event must start within one hour of advertised start time, or event can be cancelled by auditorium management.  
4. No signs, seat reservations or other advertising materials may be posted on any walls, curtains, doors, windows or other surfaces inside or outside any auditorium.  
5. If designation is needed for reserved seating, please print signs and hang on seats with ribbon or cording. No tape or pins are allowed to be used within the halls.
6. A rental day consists of **8 a.m. until 10 p.m.** This includes load-in, performance and load-out. If rehearsal times are needed on other dates, the rental fee applies to those dates.
   a. Outside fee is **$1,000**
   per day.
   b. Holiday fee is **$1,500**
   per day.

7. No excessive light or sound equipment is allowed in Bennett Auditorium due to stage structure.

8. Due to minimal backstage areas in Bennett Auditorium, large groups should either request the Mannoni Performing Arts Center auditorium or select another venue. Auditorium management will be the deciding factor on a case-by-case basis.

9. No lobby furniture in any venue may be moved. Moving furnishings in other areas must be approved by auditorium manager. Auditorium staff must move these items. No renter is permitted to in any way alter the set-ups of the halls.

10. Reservations **will not** be accepted by telephone. Reservations are to be made through the Leadership and Student Involvement Event Request Form.

11. For lost and found items, please have **presenter**, not person who has lost item, contact auditorium management for searching or recovery of said item. This process will be done only during regular business hours.

12. Equipment Services – Equipment Services of iTech offers checkout of equipment to faculty, staff and students. Available for checkout purposes are VHS players, three-fourths players, slide projectors, overhead projectors and filmstrip projectors.

13. Equipment Services needs a 48-hour notice for ordering equipment. For more information concerning Equipment Services’ checkout policy, please call 601.266.4364 or e-mail equipment.services@usm.edu.

**All student organization events in Bennett Auditorium are “special” in nature and therefore require the Event Request Form to be completed at least 4-6 weeks in advance of the proposed date of the event. A pre-event meeting will be required to be attended before the event can be confirmed. Contact Leadership and Student Involvement for more information at 266.4403.**