

# UNCG AUDITORIUM

408 Tate St., Greensboro, N.C. 27412  
(Updated November 2024)



## A GUIDE FOR FACILITY USERS

Welcome to UNCG Auditorium . . .

. . . UNC Greensboro's premiere performing arts facility. The information provided in this Guide for Facility Users should answer most of your questions about presenting an event at the UNCG Auditorium. After reading the guide, if you still have questions or wish to reserve the auditorium, please contact us. We will be happy to assist you in planning your event.

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**Equipment inventory changes from time to time. Please contact the Production Manager or Technical Director for the latest update of the inventory prior to your load-in date.**

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### Facility Staff Contact

<u>Title/Office</u>	<u>Staff Member</u>	<u>Phone</u>	<u>E mail</u>
Production Manager	James V Goins II	(336) 334-5118	Jvgoins@UNCG.edu
Technical Director	R. Scott Garrison	(336) 256-8530	Rsgarri2@UNCG.edu

### Location

#### Auditorium

UNCG Auditorium is located on the campus of UNC Greensboro at the corner of Tate and Spring Garden Streets. Although UNCG is near the urban center of Greensboro, the campus is renowned for its handsome architecture and beautiful landscaping. The auditorium is conveniently located near the Greensboro Coliseum Complex, shopping malls, and hotels.

#### Mailing Address

UNCG Auditorium  
UNCG  
PO Box 26170  
Greensboro, NC 27402-6170

#### Shipping Address

408 Tate St.  
Greensboro, NC 27412

#### **Deliveries by appointment only**

We have the ability to receive shipments on site at the auditorium. Please be advised that any deliveries should be coordinated through James Goins, Production Manager, at 336-334-5118. Onsite contact will need to coordinate access to the gated loading area behind the building. The loading area is on Administration Drive, off of Spring Garden Street.

### Support Services

#### Box Office

The College of Visual and Performing Arts box office is managed by CVPA Box Office Manager Abigail Harris. For more information, please call 336-256-8618.

Facility users are required to work with the CVPA box office manager for all ticketed events held in the UNCG Auditorium.

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### UNCG Catering

University catering services are required to support any food or beverage needs requested by facility users for events booked in the Auditorium. UNCG Catering Services can be reached at 336-334-5195.

Patrons are not permitted to bring food and beverages into the seating area.

### UNCG Parking

University Parking Operations are available able to support any parking or traffic needs requested by the facility user for events booked in the Auditorium. UNCG Parking Operations can be reached at 336-334-5681.

### UNCG Police

The University Police Department is responsible for providing uniformed security for events at the University. If you request special security for your event, the UNCG Auditorium staff will be happy to assist you in contacting the University Police to discuss your security needs and the charges for security services. UNCG Police can be reached at the non-emergency line 336-334-5963.

## History

Construction of UNCG Auditorium was begun in 1925. Dedicated on June 4, 1927, the facility was originally used as the chapel of the North Carolina College for Women, as UNCG was then known. Prior to the renovation, hymnals could still be found under many of the seats. Many of the details original to the facility have been preserved during the renovation process. A special railway spur was constructed from the main line near Oakland Avenue in order to transport the large steel support beams used in the construction. The facility is architecturally unique, incorporating several distinctive North Carolina motifs in the architectural details of the columns and decorative plaster.

The dedication ceremonies in 1927 included a performance of James M. Barrie's *Alice Sit-by-the-Fire* and Mendelssohn's oratorio *Elijah*. The famous performers who subsequently graced the stage of UNCG Auditorium are too numerous to list. However, of special note in the facility's early history is the performance of John Philip Sousa and his band in on November 13, 1930. In keeping with the historic character of the auditorium, the UNCG School of Music has recreated this performance by the renowned band leader on several occasions.

UNCG Auditorium began a full renovation process in July of 2006. During the two-year renovation, almost every aspect of the building underwent updating and refinishing. All of the building's climate control, plumbing, and electrical systems were completely replaced. New lobby space and dressing rooms were added. A two-section orchestra pit with mechanical lift was installed. A new control booth was added, as well as new theatrical lighting and sound systems. Great effort was taken with the preservation of the original architecture and decoration of the building. Original features such as the chandelier and seating end plates were restored and reused.

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## Technical Information Packages

On the following pages, you will find a brief overview of the technical aspects of UNCG Auditorium. Some photos have been provided to give a better understanding of our space.

For full technical specifications, drawings, inventories, and lighting plots, please see the UNCG Auditorium Technical Rider. The Rider is available online or by contacting the Production Manager. Any questions regarding equipment specifications or technical info should be directed to the Technical Director.

### Stage Operations Procedures

- **THE GENIE PERSONNEL LIFT MUST HAVE FOUR OUTRIGGERS AND DIAGONAL BRACES ON WHEN IN USE. IF THIS PRACTICE IS NOT USED, ALL OR SOME OF THE PEOPLE INVOLVED MAY BE TAKEN OFF THE CALL.**
- All hanging scenery must be rigged with proper wire rope. All hanging scenery must have rated hardware. If you are using wire rope clips, they must be put on correctly and be forged, not malleable. If you are using sleeves, they must be copper, not aluminum. The sleeves will be checked with a go gauge before the scenery is flown.
- **ALL SCENERY MUST BE TREATED WITH FLAME RETARDANT.**
- All cast and crew are to use the stage door located at the rear of building between UNCG Auditorium and Taylor Theatre.
- A member of the UNCG Auditorium staff must be present during all activity in the Auditorium. Facility users must notify the staff upon arrival and departure.
- All work areas must be kept clean and presentable.
- Any soft goods moved must be returned to their original location.
- Operation of the fly system can be done only under the supervision of trained staff members.
- There must be on stage spotters for all line-sets that move during the early stages of production.
- All tools and/or loose objects must be secured when going to the hemp rail, loading rail, front of house, grid, or up any ladder. **NO EXCEPTIONS.**
- There will be no eating, drinking, or smoking in the house, on stage or in the sound, light, and projection booths.
- The use of all tobacco products is prohibited anywhere in UNCG Auditorium and within 25 feet of any and all entrances and exits.
- Orchestra lift may be moved only upon request of the technical director and under the supervision of house staff.
- Motorized electrics and orchestra shell may be moved only upon request of the technical director and under the supervision of house staff.
- Please take care to prevent damage to the paint and floor surfaces throughout the building. **YOU WILL BE CHARGED FOR ANY DAMAGE.**
- Please do not use tape on any of the painted surfaces in the Auditorium.
- Any schedule changes must be approved in advance by the Production Manager.
- Regular working hours are from 8 am to 11pm. Any request for additional hours requires the prior approval of the Production Manager and will involve additional charges to the user.

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- A UNCG AUDITORIUM STAFF MEMBER MUST BE PRESENT WHENEVER THE USER IS IN THE AUDITORIUM.
- ALL EQUIPMENT IN UNCG AUDITORIUM MUST BE OPERATED BY TRAINED CREW MEMBERS HIRED AND SUPERVISED BY THE AUDITORIUM STAFF.

### Load-in Procedures

Prior to load-in, the user must have paid all estimated charges and presented the staff with written proof of liability insurance as noted in the contract. All materials must comply with the fire and safety codes established by the Greensboro Fire Department and UNCG.

UNCG Auditorium staff is not responsible for the parking of vehicles with the production.

### Load Out and Strike Procedures

All equipment, materials, and tools brought into UNCG Auditorium must be removed immediately following the final performance. The Auditorium cannot accept any responsibility for items left after strike.

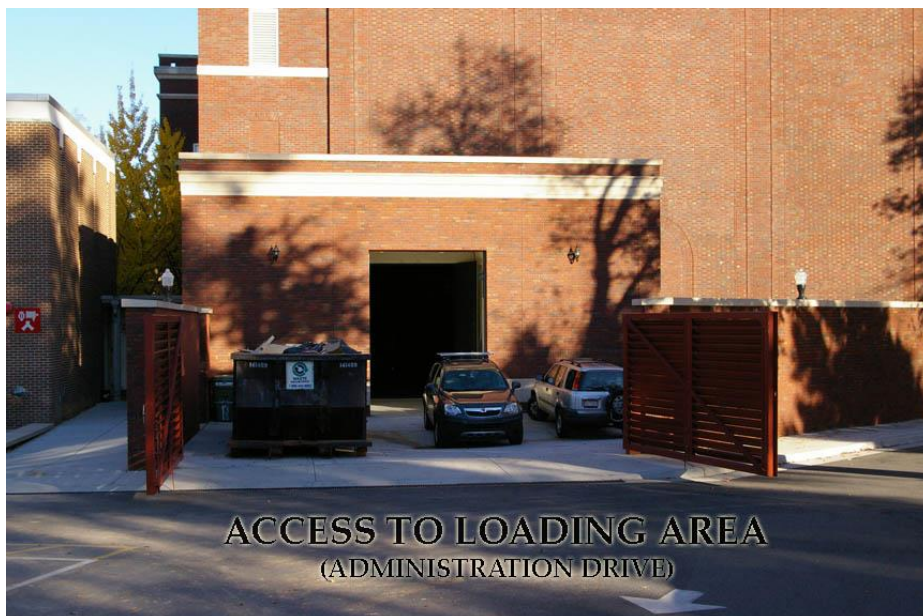
The Auditorium must be restored to the condition specified by UNCG Production Manager. Approval of the strike completion is at the discretion of the Auditorium staff member on duty.

### Loading Area

Exterior bay door is 10' wide X 13'-10" tall. This is an electric roll up door.

The exterior bay door opens to a loading area behind the stage is 14' wide X 17' deep. This area is separated from the stage by a set of large, double loading doors.

Rear Stage Double Doors open to 10' wide X 13'-10" tall. These doors open directly to the stage up stage left, and are sound proof.



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### **Stage Dimensions**

Proscenium width: 39'-8"; floor is pine, painted black; stage screws and drywall screws permitted

Proscenium height: Plaster arch is 32'-2" at center; 21' at lowest trim of valance (typical trim; valance may also be flown out several feet)

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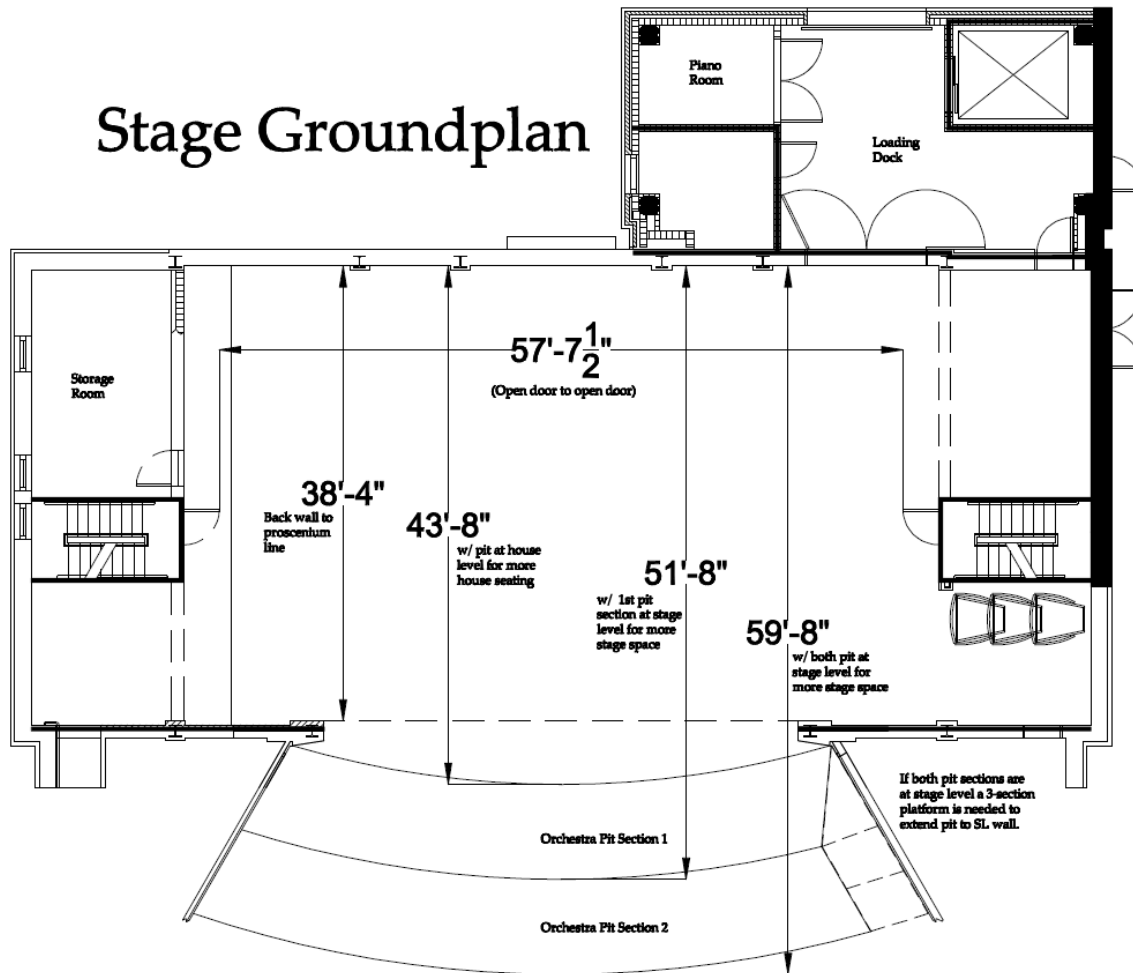
**Equipment inventory changes from time to time. Please contact the Production Manager or Technical Director for the latest update of the inventory prior to your load-in date.**

Plaster line to back wall: 38'; 37'-6" from edge of proscenium to brick support pillars on upstage wall

Wall to wall at 63' - 9" between stairway doors SL & SR:

Stage floor to grid: 57' (53' - 54' working height of battens)

Wing space: Stage left: 12'-0" to wall  
 Stage right: 11'-6" to wall  
 7'-2" to fly rail catwalk overhead



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## FOH Lighting Positions

Balcony rail: 49' - 2" from plaster line to balcony rail lighting position and 12' above stage level  
 There are four gallery positions in the house (two in the front, and two in the back). As well as a cove position above the chandelier



## Orchestra Pit

The pit can act as an extended apron and is made up of two individual sections, which can be moved together or separate.

From the plaster line to the crest of the stage lip is 3'-6"

From the plaster line to the crest of the first pit sections is 13'-3"

From the plaster line to the crest of the second pit section is 21'-4"

The pit has 3 usable positions: stage level, house level, and orchestra pit level

UNCG Auditorium has an inventory of 150 musician chairs, stands, and stand lights for use on stage or in the pit.

Rigging & Soft Goods Info**Rigging Schedule**

Line Set	Description	Single or Double purchase	Arbor Length	Dist. from P. Line
1	Valance, red valour-can not be struck	single	5'-3"	1'-4"
2	House curtain- guillotine or travler-can not be struck	single	7'-0"	1'-11"
3	Legs-black, sewn flat	double	10'-0"	2'-4 1/2"
4	#1 electric	single	5'-3"	2'-11 1/2"
5	locked, can not be used	double	10'-0"	3'-7 1/2"
6	Border- Black, sewn, flat	double	10'-0"	4'-3 1/2"
C1	Cloud 1 - can not be struck	electric winch		4'-8 1/2"
7	projector screen-can not be struck	double	10'-0"	6'-2 1/2"
8	empty	double	10'-0"	6'-11 1/2"
9	Concert curtain- black travler sewen flat-can not be struck	double	10'-0"	7'-7 1/2"
10	false electric- Halcyon moving lights	double	10'-0"	8'-5 1/2"
11	empty	double	10'-0"	8'-11 1/2"
12	border	double	10'-0"	9'-7 1/2"
13	legs	double	10'-0"	10'-3"
14	#2 electric	single	5'-3"	10'-11"
C2	Cloud 2 - can not be struck	electric winch		11'-7 1/2"
15	empty	double	10'-0"	12'-10 1/2"
16	Intermediate curtain- black trav. Sewn flat-can not be struck	double	10'-0"	13'-7"
17	empty	double	10'-0"	14'-3"
18	empty	double	10'-0"	14'-10 1/2"
19	Border- Black, sewn, flat	double	10'-0"	15'-7 1/2"
20	Legs-black, sewn flat	double	10'-0"	16'-3 1/2"
21	empty	double	10'-0"	16'-11"
22	#3 electric	single	5'-3"	17'-7"
C3	Cloud 3 - can not be struck	electric winch		18'-3"
23	empty	double	10'-0"	19'-7 1/2"
24	empty	double	10'-0"	20'-3 1/2"
25	empty	double	10'-0"	20'-11 1/2"
26	Border- Black, sewn, flat	double	10'-0"	21'-11 1/2"
27	Legs-black, sewn flat	double	10'-0"	22'-11 1/2"
28	empty	double	10'-0"	23'-7 1/2"
29	#4 electric	single	5'-3"	24'-3"
C4	Cloud 4- can not be struck	electric winch		26'-3 1/2"
30	Border- Black, sewn, flat	double	10'-0"	27'-7"
31	Legs-black, sewn flat	double	10'-0"	28'-3 1/2"
32	false electric- cyc lights	double	10'-0"	28'-11"
33	Black Scrim	double	10'-0"	29'-7"
34	Cyc- white leno	double	10'-0"	30'-3"
35	Black out curtain, sewn black	double	10'-0"	30'-10"

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Fly System consists of 35 linesets on 8" centers.

There are 32 Double Purchase linesets, and 4 electrics that are single purchase.

Linesets 1 and 2 are dedicated to the House Valance and the House Curtain. These are single purchase lines.

The House Curtain can be used as a guillotine or as a bi-part curtain.

All double purchase arbors are 10'-0" and loadable to 2000lbs.

All single purchase electrics have 8' arbors with a 1000lbs capacity.

The fly rail is located on the second level, 10' above the stage floor, stage right. Under "normal" conditions, there is a clear view of the stage from the rail.

Batten length is 48'-0".

Pipe extensions are available.

There are five concert shell acoustical ceiling panels or "clouds." The clouds are on a separate winched system and interfere only minimally with the counterweight fly system. Every effort was made to install them where structural obstructions prevented the installation of regular counterweight line sets. Clouds cannot be struck, but they do fly out to the grid.

Please note that the 2E, 3E, and 4E are extremely close to the concert shell clouds.

### **Soft Goods Inventory**

Legs---6 pair@ 13'-0" wide X 25'-0" Tall

Borders---5@ 48'-0" wide X 12'-0" Tall

Black out drops on traveler---2 pair@ 27'-0" wide X 25'-0" tall

1 pair of moveable black out drops @ 25'-0" wide X 28'-0" tall

1 white sharktooth scrim @ 46'-0" wide X 29'-0" tall

1 black sharktooth scrim @ 46'-0" wide X 29'-0" tall

1 white Leno Cyclorama Drop @ @ 46'-0" wide X 28'-0" tall

We also have a full second set of draperies that match this inventory. These are stored off site and are available by pre-arrangement only.

### **Dressing Rooms**

Located on the lower level, below the stage. There are staircases located on stage left and right to access lower level. The dressing room corridor is directly beneath the stage and may be used as a cross under.

There are four dressing rooms. Two are large chorus rooms that accommodate 12-20 people. Two are small "star" rooms that accommodate 1-3 people each.

Each room includes mirrors with makeup lights and counters, clothing racks, sink, toilet, and shower. All rooms are handicap accessible.



### Policies and Procedures

#### General Reservation Process

UNCG Auditorium's primary function is to provide facilities and support services for the academic programs of the University, principally in the performing arts disciplines of Dance, Music, and Theatre. The Auditorium serves as a training facility for students who plan to pursue professional careers in the arts as performers, designers, technicians, and educators. Additionally, UNCG Auditorium hosts major academic and co-curricular events sponsored by campus organizations, such as convocations, orientations, the University Concert and Lecture Series, and Student Activities programming. Finally, the Auditorium is available for rental by community organizations and professional promoters when dates are available. These organizations will be charged for the use of the facility and for services provided according to the schedule of rates in effect at the time of usage.

In keeping with the academic and cultural mission of the University, reservations for use of the facility are accepted on the following basis:

- First priority is given to University Concert and Lecture Series and use related to the academic programs of Art, Dance, Music, and Theatre, and other academic activities such as convocations and orientations.
- Second priority is given to co-curricular programs sponsored by campus organizations, such as Student Activities programming.
- Following the scheduling of academic and co-curricular programs of the University, organizations outside the University may request the use of the Auditorium.

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- Whenever feasible, preference is given to users in all categories for repeat usage for annual or seasonal events which occur during the same time period each year, in the order of priority noted above. Users are encouraged to reserve the facility for their annual events at least one year in advance.
- The auditorium is available for rental when the University is in session. The academic calendar of the University affects the availability of staff for events. (Please see Production Schedule for additional information.)
- Conflicts in requests for dates will be resolved at the discretion of the Production Manager in cooperation with the CVPA Dean's Office. University events and activities have priority over usage by off-campus organizations.

Please contact Production Manager to inquire about facility fees and staffing rates. Booking can be arranged by emailing the Production Manager or by filling out this linked [UNCG Auditorium Event Request Form](https://forms.office.com/r/XPsB6Nu6wZ). (<https://forms.office.com/r/XPsB6Nu6wZ>)

### Auditorium Scheduling Process

1. Requests for scheduling of all CVPA-sponsored academic events at the UNCG Auditorium will go through one designated person for each School.
2. Initial scheduling requests should be submitted via email to the Production Manager, or by filling out the online "[UNCG Auditorium Event Request Form](#)." (*See above*) School designees can submit multiple requests via email in a spreadsheet. Requests for Auditorium dates should be made as far in advance as possible. Lead time of one academic year is strongly recommended. The Auditorium Schedule Planning Team will meet to review requests once per semester, in September and January.

The UNCG Auditorium Schedule Planning Team shall consist of the designees for the Schools of Dance, Music, and Theatre; the Assistant Dean for Budget and Operations; and the UNCG Auditorium Production Manager (James Goins).

3. School designees should be prepared with tentative schedule proposals by the dates indicated below, but must recognize that these are only requests; flexibility is needed to meet everyone's needs:
  - For dates between June 1 and December 31, requests should be submitted no later than January 5.
  - For dates between January 1 through May 31, requests should be submitted no later than September 5 of the previous year.
  - Requests received outside these timing guidelines will be considered on a case-by-case basis and are less likely to be accommodated in the final Auditorium schedule.
4. It is expected that schedule conflicts will be resolved by the Auditorium Schedule Planning Team. The CVPA Dean's Office will make the final decision if all parties cannot agree.
5. Once the schedule is finalized, the Auditorium Production Manager will confirm in writing to all members of the Schedule Planning Team, the Dean, and School Directors, and ensure that the Auditorium's digital calendar is updated.

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## Production Schedule

The production schedule for UNCG Auditorium is determined by the Production Manager who is responsible for technical requirements in consultation with the Technical Director. The production schedule includes the following activities for each event:

- load in
- set up
- rehearsals
- performances
- load out
- restore of stage equipment

UNCG Auditorium is operated as a "road house," meaning that the productions of a wide variety of organizations are loaded in and out of the facility in rapid succession rather than having a particular company in residence throughout the season. As much as possible, the facility is operated in accordance with common professional practice for the theatrical industry in our region with necessary adjustments from time to time for our academic setting. Frequently, production schedules are affected by the availability of our student technicians who must attend their classes. Please take this into account when planning your event. The Production Manager will be glad to meet with you to discuss your event schedule in detail.

Here are few things to keep in mind when planning your schedule:

- The producing organization is required to provide the Production Manager and the Technical Director with detailed information regarding proposed event operations.
- In the case of University organizations, much of the basic event information will be included on the UNCG Auditorium Reservation Request form, which all University users must complete. In addition, the Student Organization Event Contract is required of sponsoring student organizations.
- Organizations outside the University who wish to rent UNCG Auditorium are required to provide production information by the date and in the manner specified in the lease agreement.
- For first-time or especially complicated events, we suggest that the producing organization schedule a production meeting with the appropriate Auditorium staff members to discuss production requirements in detail. It is usually helpful to schedule the production meeting at the time the initial reservation request is made.
- The Production Manager develops a Production Memo for most events after requirements have been discussed in detail. This document serves as a guide for the producing organization, Auditorium staff, and other University departments.
- Plans for event operations are subject to the review and final approval of the Production Manager.

## Safety

The safety of the performers, technicians, and patrons who use UNCG Auditorium is our top priority. The following policies are intended to protect all of us, as well as the facility and its equipment.

## Supervision of Usage

Unsupervised use of the facility is not permitted. Use is by appointment only and subject to completion and approval of the appropriate Reservation Request or Lease Agreement. Only authorized personnel may operate any of UNCG Auditorium's equipment.

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## Emergency Exit Notification

Users are required to include the following emergency exit information in all printed programs:

*"Patrons are encouraged to take note of exits located on all levels of the Auditorium. In an emergency, please use the nearest exit, which may be behind you or different from the one through which you entered."*

When programs are not used, an announcement must be made immediately prior to the performance to encourage the audience to take note of emergency exits. Please consult a member of the management staff if you have questions regarding this announcement.

## Obstructions

- Aisles, exits, doorways, and stairways may not be obstructed.
- Standing or sitting in aisles or on stairways is not permitted at any time.
- Equipment may not create obstructions. Any equipment cables which cross aisles, exits, etc. must be securely taped or matted and taped as appropriate.

## Occupancy

- The seating capacity of the auditorium must not be exceeded. Standing room is not permitted.
- The maximum number of performers/participants permitted on stage is 250. This number may be reduced if, in the opinion of the UNCG Auditorium staff on duty for the event, obstructions created by the stage set or other equipment would prevent the safe evacuation of the participants.

## Pyrotechnics / Use of Flame

- Special permission is required for the use of pyrotechnic or flame effects (including matches, lighters, or candles) on stage.
- A pyrotechnic permit may be required along with a detailed written description of the effect. A demonstration of the effect in the presence of University officials and/or local fire safety authorities may also be required before approval is granted. The producing organization may also be required to provide proof that the pyrotechnician is properly licensed.
- The producing organization is responsible for providing additional fire extinguishers or fire suppression equipment when required.
- In all cases, the final decision regarding the use of pyrotechnic or flame effects rests with the senior UNCG Auditorium staff member (who may be a student) on duty at the time the effect is to be used. Every effort will be made to respect the artistic needs of the production; however, safety will always remain the foremost consideration.

## Smoking

- Smoking is not permitted anywhere within the facility, including dressing rooms and rest rooms, nor within 25 feet of any and all entrances and exits.
- With special permission, smoking and the use of matches or lighters to ignite smoking materials may be permitted on stage if these actions are integral to the performance.

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- The producing organization is responsible for providing additional fire extinguishers or fire suppression equipment (such as ashtrays filled with damp sand) when smoking on stage is part of the performance.
- In all cases, the final decision regarding smoking on stage rests with the senior UNCG Auditorium staff member on duty. Every effort will be made to respect the artistic needs of the production; however, safety will always remain the foremost consideration.

### Accidents

- All accidents must be reported to an UNCG Auditorium staff member in order to ensure appropriate emergency assistance. This is also necessary for proper reporting to the University Police and Office of Safety.
- Emergency assistance is available from the University Police by dialing extension x4444 from a campus telephone. The University Police station is located directly across the street from UNCG Auditorium. We encourage everyone to call the University Police first since they can respond immediately and are in direct contact with the local police, fire, and rescue services if additional help is needed.
- For serious emergencies, it is always appropriate to call 911. If you are dialing for emergency assistance from a campus telephone, it is important to remember to dial
- 9-911 in order to connect to an outside line. Please remember to inform a staff member so that contact can also be made with the University Police and the Office of Safety.

### Staffing

In fulfillment of the educational mission of the University, UNCG Auditorium employs a staff of student technical, box office, and front of house personnel. In order to minimize the risk of personal injury and property damage, only authorized personnel may operate UNCG Auditorium's equipment. Please remember that unsupervised use of the facility is not permitted.

Facility users are responsible for all staffing costs associated with the production of their event in accordance with the University policy governing charges for different categories of users. Please refer to your Lease Agreement (if applicable) for an explanation of these charges. Our staff will be happy to discuss staffing requirements for your production and prepare an estimate of labor costs once your production schedule has been determined. The Production Manager is the final authority for decisions regarding staffing levels for all events.

### Technical Staff

- Student stage technicians at the UNCG Auditorium participate in a training program, which qualifies them to operate the lighting, sound, and counterweight fly systems as well as other equipment in use at the Auditorium. Every effort will be made to provide skilled student technicians to run your event.
- However, due to student's class schedules and breaks in the academic calendar, there are occasions when student technicians are unavailable for work. When, in the opinion of the Production Manager, students with the skills required to fill a position are unavailable, personnel from the IATSE local stagehands union will be called in to supplement the UNCG Auditorium Technical Crew. We are fortunate to have an excellent relationship with this union.

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**Equipment inventory changes from time to time. Please contact the Production Manager or Technical Director for the latest update of the inventory prior to your load-in date.**

- For professional touring productions travelling under "Yellow Card" agreements, the IATSE provides all personnel required to stage the production in the facility.
- Facility users may choose to provide their own technical personnel to operate equipment, which they supply for their production. Personnel must be approved by the Production Manager prior to load-in.
- Users are encouraged to designate someone from their organization to act as liaison with the UNCG Auditorium Technical Crew during their event. This person may be a technical director, stage manager, designer, or simply an individual familiar with the requirements of the production.
- Please discuss your requirements for technical assistance with the Production Manager well in advance of your event. The Production Manager will determine the number of technicians and the type of skills required.

### **Front of House Staff**

- The student House Managers provide patron services in the "front of house" lobby and seating areas. At least one House Manager will be on duty for most events. The Manager of Patron Services may require additional house management staff for events, including
- UNCG Auditorium Usher Corps and/or
- FOH staff provided by producing organization, if applicable.

### **Box Office Staff**

The Box Office Staff provide customer service, cash handling, and ticketing services.

### **Security Services**

- The University Police Department is responsible for providing uniformed security for events at the University. If you request special security for your event, the UNCG Auditorium staff will be happy to assist you in contacting the University Police to discuss your security needs and the charges for security services.
- If in the opinion of the Production Manager and/or the Director of the University Police, security is needed for an event, security services will be scheduled at their discretion. It will be the responsibility of the facility user to pay for these services.
- Permission to use the facility may be denied if the event is likely to result in personal injury, damage to property, or other damage to the University and surrounding community. The Production Manager will make such a determination in consultation with the Director of the University Police and other appropriate University officials. Please refer to your User Agreement or Lease Agreement for additional information.
- Student organizations should note that the Student Organization Event Contract must be completed in addition to the UNCG Auditorium Reservation Request (User Agreement). This document must be reviewed and approved by the University Police. The University Police may require that student organizations have officers present at an event.

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- In unusual circumstances, UNCG Auditorium or the University Police may require that local law enforcement authorities be consulted regarding an event. In these cases, local authorities may be asked to provide additional security officers. The facility user will be responsible for any charges associated with these services.
- Peer or "T-shirt" security may be required by the Production Manager for certain events in lieu of uniformed security. The Director can provide information to facility users regarding companies which provide peer security service.

## Damages / Loss / Theft

### Property Damage

- Facility users are financially responsible for any damages to the facility or its equipment, which may occur as a result of their use of the Auditorium.
- University organizations co-sponsoring events with organizations outside the University will be held accountable for any damage caused by the outside organization, their patrons, or their participants.

### Damage to UNCG Auditorium or Equipment

- The user is responsible for all damage caused by any person associated with the production under the user's supervision. If the damage is not covered by liability insurance, the user will be held responsible for the cost. The additional charges will be included in the final invoice for payment.
- Users of UNCG Auditorium may be held legally responsible for injuries to patrons or participants at their event subject to the provisions of the Reservation Request (User Agreement) or Lease Agreement.

### Liability Insurance

Outside users of the facility are required to provide proof of liability insurance coverage in the form of an insurance certificate in accordance with University policy. In special circumstances, the Production Manager may waive the requirement for proof of insurance coverage when permitted by University policy, or additional limits of liability may be required. Liability insurance is required as stated in the rental agreement. If required, proof of liability coverage must be provided to the UNCG Auditorium staff prior to load-in.

### Loss, Theft, Damages

- UNCG Auditorium cannot be responsible for loss, theft, or damage to facility users' equipment or personal belongings. Unfortunately, the facility is not a secure area, and we encourage users to take precautions to protect their equipment and belongings as they would in any public place.
- Arrangements can be made to lock up some smaller pieces of equipment overnight for additional protection. However, even in this instance, UNCG Auditorium is unable to accept responsibility for items facility users may choose to leave in the Auditorium.
- Any loss, theft, or damage should be reported to an Auditorium staff member for proper reporting to the University police.

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## Lost and Found

Please refer to the Patron Services section for information on the recovery and return of lost or found articles.

## **Accidents or Other Incidents**

- All accidents must be reported to an UNCG Auditorium staff member in order to ensure proper notification of the University Police and Office of Safety. Even for minor accidents or incidents, we request that all users of the facility provide the staff member or University Police with the information requested on an accident report so that we may follow up.
- Emergency assistance is available from the University Police by dialing Ext. 4444 from a campus telephone. The University Police station is located directly across the street from UNCG Auditorium. We encourage everyone to call the University Police first since they can respond immediately and are in direct contact with the local police, fire, and rescue services if additional help is needed.
- In the event of an extreme emergency, you may dial 9-911 from a campus telephone. Please notify a staff member and/or the University Police as soon as possible so that the proper accident report can be filed.

## **Promotional Materials**

- All promotional materials and activities for events presented at UNCG Auditorium are subject to the final approval of the Production Manager.
- Please discuss any plans for advertising or promotions in advance with the Production Manager.
- Posters, newspaper ads, handbills, and other promotional materials or announcements should not be made public until after the execution of the Lease Agreement for groups outside the University or until after the approval of the Reservation Request for University organizations.
- Please consult the Production Manager for permission and instructions before posting any advertising materials in UNCG Auditorium. Display space is limited; consequently, priority will be given to events scheduled for UNCG Auditorium. We are happy to accept materials for other on-campus or off-campus venues on a space available basis.
- Public events in UNCG Auditorium will automatically be included on the UNCG Auditorium Event Information Line 334-5546.

## **Camera Policy and Reproduction of Performances**

### **Cameras and Audio or Video Recording/Broadcast Equipment**

- The use of cameras and audio or video recording/broadcast equipment by patrons or facility users may be restricted at events in UNCG Auditorium.
- When an artist's contract prohibits the reproduction of a performance or other production activities, the terms of the artist's contract will be honored.

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- When reproduction is not specifically prohibited by the artist or sponsoring organization, UNCG Auditorium's house rules generally prohibit the use of photography and audio/video equipment, especially if such activities are likely to diminish the audience's appreciation of the performance or if the equipment will create dangerous obstructions.
- The Production Manager may make exceptions to the house rules regarding cameras, etc. for certain events, such as School of Music performances or convocation ceremonies, which are likely to be attended by family members.

### **Reproduction for Recordkeeping or Educational Purposes**

When an organization wishes to record an event for its records or study of the performance (not for resale or broadcast), this should be discussed with the Auditorium staff at the time the event is scheduled. Arrangements should be concluded not later than one week prior to the event.

### **Reproduction for Broadcast or Resale**

UNCG Auditorium reserves the rights to all reproduction of events for resale or broadcast unless other contractual arrangements are made in advance.

### **Disruption to Events**

- When permission is granted for the use of cameras or recording devices, every effort should be made to avoid disrupting the performance.
- Media personnel should be directed to check in with the House Manager or Manager of Patron Services on duty in the lobby immediately upon their arrival for directions about the location and use of their equipment.
- Equipment may not create obstructions in aisles, entries, exits, doorways, etc.
- Flash photography is not permitted because of its danger to performers and disturbance of the audience.
- Video crews are required to videotape using available stage lighting since video lights are disruptive to the performance.

### **Electrical Power**

- Special arrangements can be made in advance for electrical power for authorized recording equipment at selected locations. These arrangements should be made with the Manager of Event Services as the production schedule and requirements are discussed. Unfortunately, we cannot accommodate last minute requests for power.
- If patrons are allowed to use recording equipment, it must be operated by battery power. Power cords strung across aisles create a hazard and are not permitted.

### **Novelties and Sale of Merchandise**

- UNCG Auditorium retains the rights to the sale of novelties, souvenirs, programs, and any other event-related merchandise that may be sold on its premises.

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- The standard novelty sales or merchandising fee is 20% of gross receipts to be paid to UNCG Auditorium at the conclusion of sales. The novelty sales agreement is incorporated in the Lease Agreement. The facility user is expected to provide sales personnel and a change fund if merchandise sales are planned. A limited number of tables and chairs can be provided for use in the lobby. Please remember not to block doors or exit pathways with tables or merchandise. Food or beverage items may not be sold. No concession stand service will be permitted, and no food or beverages may be consumed in the seating area of the Auditorium.
- In special circumstances, an alternate novelty sales agreement may be negotiated on a per event basis. Please discuss your needs with the Production Manager.
- Student organizations must also comply with University policies governing the sale of merchandise. Usually separate approval of a student organization merchandise permit is required.

### **Compliance with Rules and Regulations**

#### **Compliance with North Carolina and Federal Law / ADA**

- Facility users are required to comply with all federal, state, and local laws and regulations. Of special note is the provision of the Americans with Disabilities Act (ADA), which requires special accommodations to be made available for patrons with disabilities. Please refer to the Box Office and Patron Services sections of this manual for additional information regarding handicapped seating, listening assistance, TDD services, etc. Our staff will be happy to assist you in making the appropriate accommodations.

#### **University Regulations, Policies and Procedures**

- Facility users are also required to comply with University policies, procedures, and regulations.

#### **UNCG Auditorium Procedures**

- Facility users are also required to comply with UNCG Auditorium's Stage Operations Procedures. For more information, please refer to your User Agreement or Lease Agreement and to the section of this manual entitled Stage Operations Procedures.