

**ADDENDUM FOR USE OF ENMU-ROSWELL PERFORMING ARTS  
CENTER AUDITORIUM**

ENMU-Roswell hereby grants permission to use the Performing Arts Center (PAC) Auditorium, at 64 University Blvd., on the date(s) & time(s) listed below. The dressing rooms (room #'s 117, 118, 119 and 120) are part of the rental of the auditorium.

Date(s)	Time(s)	Charge(s)

**Rules for use of PAC Auditorium**

1. There will be no charge to school (ENMU-R) personnel using this facility for school sponsored events unless the events are on Saturdays or Sundays. In these instances, your school/department will be responsible for paying time and a half for custodial fees, light operator fees and sound operator fees.
2. Use of the facility will be on a first come, first served basis.
3. Under certain circumstances on some types of events, security may be requested
4. Eating or drinking will not be allowed in the PAC Auditorium or on stage.
5. All activities will be limited to the specific room reserved. Access to the rest of the building is not allowed. **Do not** ask the custodians or light and sound operators to open any other rooms as they have been instructed not to do so.
6. **Do not paint, pin, staple, nail, tape, screw or otherwise attach anything to any area of the facility.**
7. Your company/school/department will be billed for custodial labor required to clean up due to failing to comply with the rules, i.e. spills, mop on solutions on the floor, etc. You must clean up!
8. Your company/school/department will be liable for all damages arising from the use of the facilities.
9. If props **MUST** be constructed in the building, you are responsible for clean up. Use drop cloths and clean up messes immediately. No spray painting is allowed in the building. All paints and other flammables must be stored in approved containers.
10. Unless special arrangements are made with the PAC Administrator, all props and miscellaneous items must be removed from the building at the conclusion of your production/event. After one week, any remaining items will be disposed of.
11. Do not use masking tape on any floors. Colored gym tape may be used in moderation, but must be carefully removed after the performance.
12. Only powdered non-slip treatments will be allowed on stage floor. Mop on solutions are not permitted.
13. The lessee is responsible for lowering the batten(s) and raising them back as they were found when the facility was rented.

14. We are **NOT** responsible for lost or stolen items. Please take care of your things yourself.
15. Should you require a light or sound operator (see definition below), the charge is \$12 per hour per operator. It is policy that the operator(s) be there thirty (30) minutes prior to the event and thirty (30) minutes after the event, therefore you will automatically be charged for one (1) hour of light and/or sound. We do realize that you may have an operator that normally works your functions. They are welcomed to help our operators(s), however it is policy that one of our operators be in the light and sound booths, therefore you will be charged even if your technician/operator is the one running our sound or light system. See definition below.
16. Should you require a light or sound designer (see definition below), the charge is \$30 per hour per designer. The light and sound designer will be paid a minimum of 5 hours for design work.
17. We are happy to train people to be able to operate the light and sound equipment. Only after training is completed will outside operators be permitted to use the equipment. There is no charge for operational training of equipment.
18. If an outside company/vendor is brought in for lighting, sound etc., they will be required to provide the university with proof of liability insurance with a minimum amount of \$500,000, before they enter the building.
19. A designated representative of the Lessee/User shall be present at all times during the date(s) and hours this Campus Building Use License is in effect.
20. The user is responsible for the condition of the premises during the term of the License. The user is granted the right to inspect the premises prior to the term and within twenty-four (24) hours of the License's conclusion. A University employee shall inspect the premises to determine if any damage was sustained as a result of the user's occupancy. Repairs for significant damages will be charged to the User at the prevailing rate. Some events may require refundable damage deposits.
21. The user needs to have license/confirmation in hand when in facility.

**Acknowledgement:**

I have read and understand the aforementioned rules and regulations on the use of the Performing Arts Center. I hereby agree to abide by the rules.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name  
Company/Department Represented

\_\_\_\_\_  
Date

## PAC Equipment Rental Rates

PAC equipment rental(s) are based on availability  
PAC Equipment rental(s) include standard setup.

*A surcharge of at least 50% may be applied for changes requested within one working day of the event. Events scheduled Saturday-Monday must make changes by noon Friday to avoid surcharge.*

Audio/Visual Equipment available from ENMU-R Performing Arts Center at the prevailing rate included below.

Equipment rental rates are based on **daily use**. Events extending beyond one day will pay equipment rental charges for each day of use, including rehearsals.

	Nonprofit/Civic/Cultural	Other
<b>*Piano</b>		
Upright	\$30_____	\$50_____
Baby Grand	\$50_____	\$75_____
<i>* Upright pianos are periodically tuned while the Grand Piano is tuned once for each event. Additional tuning requests will be billed to event sponsor.</i>		
	Nonprofit/Civic/Cultural	Other
Choir Risers (per unit)	\$7.50_____	\$7.50_____
<i>*Requires setup and teardown Labor</i>		
Standing Lectern	\$5_____	\$5_____
Music Stands	\$1 each_____	\$1 each_____
Follow Spotlight <i>(2 available upon request)</i>	\$15_____	\$30_____
Gels (Color For Lights)	\$50_____	\$100_____
P.A. System		
House	\$25_____	\$25_____
Add 1 microphone	\$5_____	\$5_____
Wireless Mic's	\$25 each_____	\$30each_____
Floor Monitors	\$30 each_____	\$60each_____
Head Lavalier Mics	\$35 each_____	\$60each_____

Lapel Mic \$30\_\_\_\_\_ \$40 \_\_\_\_\_

**Specialty Items:**

Smoke Machine \$50\_\_\_\_\_ \$50\_\_\_\_\_

Moveable Gobo Holder \$50\_\_\_\_\_ \$50\_\_\_\_\_

Gobo's \$5 each\_\_\_\_\_ \$10each\_\_\_\_\_

***Props/Costumes are available for rent: Please contact Theatre Dept.***

**OPERATION:**

By definition to operate is the act, process or method of operating, the condition of being at work or action. This would include the set up of equipment and working the light board and/or sound board. An operator would be responsible for making sure requested items such as podiums, microphones and chairs are placed as instructed by the lessee. The operator would also be responsible for working the light board with the basic lighting plot, and turning on and off lights when instructed. The operation for the sound board would include setting microphones for volume and levels, playing music provided by lessee as instructed and turning on and off equipment as needed. An operator might also be called on to run spotlights or special equipment as instructed by the lessee. **These services may be requested at the rate shown in the contract (section 15) but are not guaranteed. It is the responsibility of the lessee to make the institution aware of their requests and the institution will make every effort to accommodate them.**

**DESIGN:**

By definition to design is to plan and carry out, esp. by artistic arrangement or in a skillful way, to form (plans, etc.) in the mind; contrive. This would include any work that requires the designer to invent or imagine how an activity will look or how it will sound. It would also include providing and installing gels, shuddering lamps and focusing lamps for any lighting requested that is not the basic light plot. Also included in design work would be any lighting needed to be programmed in the light board for an event. Design would also include any sound work that would require the designer to find music for an event, or provide special effects for any audio. **These services may be requested at the rate shown in the contract (section 16), but are not guaranteed. It is the responsibility of the lessee to make the institution aware of their requests and the institution will make every effort to accommodate them.**