

ADDENDUM FOR USE OF ENMU-ROSWELL PERFORMING ARTS CENTER AUDITORIUM

This is an addendum to, and part of, the Campus Building Use License between ENMU-R and Licensee dated _____ (the "License"). In the event of a conflict between the License and this addendum, the License will control.

ENMU-R 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 is no charge to ENMU-R personnel using the PAC provided such use is not in furtherance of private enterprise.
2. All Licensees must have a consultation with the PAC administrator or PAC staff before their reservation becomes confirmed.
3. Use of the PAC is on a first come, first served basis provided the requirements of the License and this addendum are met.
4. Eating or drinking is not allowed in the PAC Auditorium or on stage except for bottled water with a bottle cap.
5. All activities are limited to the specific room reserved. Access to the rest of the PAC is not allowed. Please do not ask the custodians or light and sound technicians to open any other rooms as they have been instructed not to do so.
6. All rooms rented must be used for the specific purpose of the room. For example, the workshop is for building sets and props and cannot be used as a dressing room.
7. Children must be supervised at all times in any part of the PAC
8. The PAC administration and staff reserve the right to ask anyone who does not comply with the License or this addendum to leave the premises, and such Licensees will not be entitled to a refund.
9. If props must be constructed in the PAC, please use drop cloths and clean up messes immediately. No spray painting is allowed in the PAC. All paints and other flammables must be stored in approved containers.
10. Unless special arrangements are made with the PAC administration, all props and miscellaneous items must be removed from the PAC at the conclusion of the production/event. Items left without permission are subject to the removal and storage provisions of the License.
11. Please 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 Licensee is responsible for lowering the batten(s) and raising them back as they were found when the PAC was rented.
14. The PAC lead technician must be in the PAC during your reserved time unless you have gone through training and been approved to work the light and sound systems. If you require an additional light or sound operator (defined below), the charge is \$20 per hour per operator. It is policy that the operator(s) be there 30 minutes before the event and 30 minutes after the event, meaning you will automatically be charged for 1 hour of light and/or sound. We realize that you may have operator(s) who normally work your functions. They are welcome to come and work your event, but the PAC technician is required to be on site and is still in charge of the space.
15. If you require a light or sound designer (defined 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.
16. Using the PAC includes the basic light plot, which consists of the white lights that are focused in a general position on the stage. If addition color is needed, gels and gobos are available for rent (see list below).

17. We are happy to train people to be able to operate the light and sound equipment. Only after training is completed and you have worked two shows with PAC lead technician will outside operators be permitted to use the equipment. There is no charge for training in operation of equipment.
18. If an outside company/vendor is brought in for lighting, sound, etc., the vendor must provide the same insurance required of Licensee in the License.
19. A designated representative of the Licensee must be present at all times the License is in effect.
20. The Licensee must have the License and this addendum in hand when in the PAC.

Acknowledgement:

I have read and understand the License and this addendum and agree to abide by the rules.

Signature

Date

Printed Name

School/Department Represented

I confirm that the Licensee has had the required consultation with the PAC administrator or PAC staff.

Printed Name

Definitions:

An “operator” takes part in setting up equipment and working the light board and/or sound board. An operator is responsible for placing podiums, microphones and chairs as instructed by the Licensee. The operator also is 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 includes setting microphones for volume and levels, playing music provided by licensee 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 licensee. **These services may be requested at the rate shown in this addendum, but are not guaranteed.**

A “designer” engages in the planning and carrying out of work by artistic arrangement or in a skillful way. This includes any work that requires the designer to invent or imagine how an activity will look or how it will sound. It also includes 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 is any lighting needed to be programmed in the light board for an event. Design also includes 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 this addendum, but are not guaranteed.**

PAC Equipment Rental Rates

PAC equipment rental(s) are based on availability. 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 **1-3 day use**. Events extending beyond one day will pay equipment rental charges for each day of use, including rehearsals.

	Nonprofit	Other
*Piano		
Upright	\$30	\$50
Baby Grand	\$50	\$75

**Upright pianos are periodically tuned while the Grand Piano is tuned once for each event. Additional tuning requests will be billed to event sponsor*

Music Stands	\$1 each	\$1 each
Follow Spotlight	\$15	\$30

(2 available upon request)

Gels (Color For Lights)	\$10.00 if damaged + labor	\$10.00 if damaged + labor
Handheld Mic's	\$25 each	\$30 each
Floor Monitors	\$30 each	\$60 each
Head Lavalier Mics	\$35 each	\$60 each
Lapel Mic	\$30	\$40
4 Headset System	\$60	\$75

Specialty Items:

Smoke Machine	\$50	\$50
Moveable Gobo Holder	\$50	\$50
Gobo's	\$5 each	\$10 each
Cyc	\$90 in labor per rental	\$90 in labor per rental

Props/Costumes are available for rent; please contact Pac Technician.