

How do I reserve space in the Alumni Memorial Building?

Event reservations for Alumni Memorial Building rooms 27, 32, 210, and the Cox Auditorium are scheduled through the Student Union Event Services Office (974-3451).

What is the order of priority for groups making reservations?

Space in Alumni Memorial Building is schedule in this priority order:

- Regularly-scheduled credit courses
- Mid-term examinations
- Final examinations
- School of Music classes, concerts, and recitals
- Academic functions of other university departments
- Functions of the Division of Student Activities
- Non-academic functions of other university departments
- Meetings or activities of recognized student organizations
- Use by non-university groups sponsored by a university entity (including conferences)

For more information regarding the priority of reservations for campus academic facilities visit: <http://provost.utk.edu/wp-content/uploads/sites/10/2016/03/Space-Policy-29-Feb-2016.pdf>

What factors may affect the reservation of my event?

The Alumni Memorial Building is primarily an academic building. Events occurring before 6:00p.m. Monday - Friday during the regular academic semester cannot be scheduled until finalization of the Alumni Memorial Building's academic schedule. Additionally the Registrar's Office, UTPD, and Facilities Services may determine "blackout periods", such as football game weekends, during which the building may not be used

Under no circumstances may the evaluation of the facility set-up, performance, or take down occur during regularly scheduled classes, mid-term examinations, or final examinations.

If the facility is damaged or otherwise unavailable because of unforeseen causes beyond the control of The University, including but not limited to, such as acts of God, war, riots, strikes, fire, flood, epidemics, quarantines, lack of utilities, severe weather, or the like, The University has no liability to licensee and is hereby released from any and all damages. The University has no obligation to provide alternative facilities. In the event the facility is unavailable for circumstances beyond the control of The University, licensee's deposit will be returned, less any monies expended or contracted for but which The University cannot cancel, on behalf of licensee's event.

Do I have to sign a contract?

All external groups utilizing the Alumni Memorial must sign a contract. This contract indicates that the signee agrees

- to abide by the policies related to food, drink, and smoking;
- to any charges which are appropriate for the activity [See Charge Policy]
- to assume financial responsibility for any damage to the facility as a result of use by the group. (The Building Manager is available to walk through the facility with a group representative prior to the event to ensure that no previous damage is assessed to the group using the facility.)

When will my event be officially scheduled?

- Internal events are confirmed
 - Immediately if it is a recurring meeting
 - Immediately if there are no technical discussions needed
 - Depending on the nature of the event, groups may be required to attend a pre-event meeting with the Building Manager.
 - Event is pending until completion of pre-event meeting
 - If event requestor does not attend pre-event meeting, reservation request will be cancelled
 - External events are confirmed once the Building Manager has received the 25% deposit and the group and appropriate UT personnel have signed the contract.
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Will I have to pay any fees or charges?

- Fees for tech services are possible. Please discuss fees during your pre-event meeting.
- Room rental fees are charged for all external groups.

Rental charges apply to

- Off-campus groups being sponsored by a campus entity, including Conferences.
- Performances, speakers, or activities of community or external groups or organizations (even if partially sponsored by a University Department or recognized student organization) whose audience is principally individuals external to The University (e.g., activities for conference participants scheduled by the Conference Department) or for which tickets are sold (e.g., a non-UT ballet company, orchestra or theatre group). Use of the facility for such purposes requires a contract in which the external group agrees to pay both rent and service fees and to indemnify The University for any liability arising out of use of the facility.
- Performances and other activities organized by entities external to The University (although they may be partially sponsored by a University entity) which have the general public as their targeted audience and which would be expected to carry insurance for their tour. Use of the facility for such activities requires a contract in which the external group agrees to pay both rent and service fees, to indemnify The University for any liability arising out of use of the facility, and to add The University as an additional insurance at a level of insurance specified by The University.

Rental Charges (External Groups):

Auditorium: \$1,000 per day or any part of a day

Alumni 210: \$350.00 per day or any part of a day

Alumni 32: \$200.00 per day or any part of a day

Alumni 27: \$150.00 per day or any part of a day

When do I need to provide a list of services required?

At least seven (7) business days before the first performance of the event, groups reserving space must provide a full and detailed outline of all services required. This outline must include a schedule of payments for services and information necessary for successful coordination of the event.

Can we sell merchandise?

No free samples may be distributed at Alumni Memorial Building without the

approval, in writing, of The University.

Licensee may be permitted to sell novelties, programs, records, or tapes provided The University is given written notice at least five (5) business days prior to the event. Please include the name and telephone number of the Licensee's concession representative.

Can we sell tickets from the box office?

The box office is available for use.

When can we begin selling tickets to the public?

Tickets may be sold and public announcements made concerning the event only after a valid contract has been entered into between the Licensee and the artist and a valid technical sheet specifying service requirements (see attached list of fees).

Can we provide food and beverages?

There is to be no food and drink in any of the auditoria or classrooms. Lobby refreshments during concerts of performances (if any) must be limited to soft drinks, coffee, tea, and water, and must be arranged for through ARAMARK, The University's Dining Services provider. There is to be no use of tobacco (smoking, chewing, and snuff) in the facility, including in the dressing rooms and warm-up rooms. Groups, including regularly scheduled classes and examinations, which violate any of these provisions will be barred from future use of the facility and will be given a low scheduling priority for alternate space. If a contract with an outside group requires provision of certain foods within the facility for the performers, service must be limited to the group warm-up room and coordinated through ARAMARK. No alcoholic beverages are permitted.

How do we load-in and load-out of the facility?

All loading into and out of the facility must be from the rear, through the freight elevator. No equipment of any kind is to be brought in from Middle Drive. Groups bringing in equipment trucks or buses can request parking areas blocked behind the building. Requests must be made in advance through the Building Manager and may have an associated fee.

Can we operate the room lighting ourselves?

Only Student Union personnel may operate lighting in the Alumni Memorial Building.

We need to make a change to our light request. When is it too late to do so?

Lighting requests cannot be changed in the 24-hour period before an event.

CHARGE FOR SERVICES (Only those services required will be billed to the group)

Service	Pay Rate Per Day	Notes
Piano use	\$75.00	Applies only to use of a University piano. Groups that bring their own keyboards or pianos are not subject to this charge.
Piano tuning	\$100.00	If a University piano is to be used it will be tuned before the performance
Projector, screen, and electronic podium	\$75.00	Use of any combination of these will trigger this charge
Stage labor	Rates available upon request	The Building Manager and the individual making arrangements for the event will determine the amount of stage labor required. In no case will “volunteer” labor be allowed for set-up or operation of equipment. Professional stagehands brought with traveling shows are acceptable in lieu of the fee.
House Manager	\$20.00 per hour	This charge will apply when more than one of the auditoriums are in use at the same time, requiring personnel in addition to the Building Manager. The Building Manager and the individual making the arrangements for the event will determine the time required for load-in performance, and load-out. If two venues are in use at the same time, the charge will be first levied upon use of the large auditorium, next upon Alumni 210, and last upon Alumni 32. This charge does not apply to meeting scheduled in which no services are required.

Microphones and sound systems	\$100.00	If the entity brings its own sound system and microphones, and the equipment meets safety standards for use, they may be used instead of incurring this fee.
Dressing Room	\$20.00 per hour	This applies only to groups using the dressing rooms or group warm-up rooms
Theater Lights	\$100.00 per rehearsal	This does not apply to room 27, which does not or performance have theatre lights.
Lamp Fee	\$30.00	
Cleaning Fee	\$100.00-\$500.00	This per-day fee will be established by Facilities Services based on the level of cleaning needed.

RIDER

This rider is to the Alumni Memorial contract for room usage revised 4/17/2018.

- Additional expenses (as needed)
 - Maintenance, electrical, carpentry, plumbing, and HVAC personnel rates available upon request)
 - All advertising costs
 - Transportation charges
 - All costs of stage hands, spot operators and any required Union workers
 - Any and all Insurance costs
 - Performers fees
 - Any and all catering expenses
 - Any and all Security costs
 - Any and all Emergency personnel

- Any and all spotlight rentals
- Forklift operator(s)
- Fire Inspection
- Any and all state and local amusement taxes
- Any additional expenses required for the presentation of this engagement As agreed by lessee and University
- Telephone expenses
- Lessee shall be responsible for any costs incurred by Parking Services
- Payment of fees and charges, minus any remaining deposit, is due 30 days after the end of the event. A deposit of 25% is required upon execution of contract
- Those signing the contract agree to pay for any and all damages to the building as a result of the scheduled event, including restoration of the facility after each use to the original conditions, normal wear and tear excepted.