

# University of North Carolina at Chapel Hill

## Department of Music

*James & Susan Moeser Auditorium, Person Recital Hall and Choral Room  
Hill Hall and Kenan Music Building Classrooms*

### Facility Use Request

To request facility use, this form must be completed and signed by an authorized representative or representatives of the sponsoring organization and returned to Jeff Fuchs by mail at Campus Box 3320, Chapel Hill, NC 27599-3320; by fax at 919.962-3376; by email to jeff@unc.edu; or in person at the Department of Music Administrative Office located in room 105 of Hill Hall.

#### Event Information:

Event Name: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Event Start Time(s): \_\_\_\_\_ Event End Time(s): \_\_\_\_\_

*List only the actual times your event is scheduled to begin and end. Do not include times for rehearsal, setup, strike, opening doors to the public or the like as these will be determined at your pre-event meeting.*

#### Venue(s) Requested:

- |  |                                   |                                   |  |
|--|-----------------------------------|-----------------------------------|--|
| <input type="checkbox"/> Moeser Auditorium | <input type="checkbox"/> KMB 1201 | <input type="checkbox"/> Hill 107 | <input type="checkbox"/> Person Recital Hall |
| <input type="checkbox"/> KMB 3029          | <input type="checkbox"/> KMB 1206 | <input type="checkbox"/> Hill 103 | <input type="checkbox"/> Person Choral Room  |
| <input type="checkbox"/> KMB 2030          | <input type="checkbox"/> KMB 2131 | <input type="checkbox"/> KMB B002 |  |

#### Organization Information:

Sponsoring Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Organization Mailing Address: \_\_\_\_\_

Phone Numbers: (O/H) \_\_\_\_\_ (C) \_\_\_\_\_

Email Address: \_\_\_\_\_

#### Music Department Office Use Only:

Request Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Request Disposition: \_\_\_\_\_ APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_

Requestor Notified By: \_\_\_\_\_ Date: \_\_\_\_\_

Requestor Notified Via: EMAIL PHONE USMAIL OTHER Date: \_\_\_\_\_

# 1. Definition of Terms

- 1.1 Performance refers to any event that includes an audience.
- 1.2 Rehearsal refers to any event that does not include an audience.
- 1.3 “Student Organization” refers only to officially recognized University of North Carolina at Chapel Hill Student Organizations. In order to qualify for Student Organization rates, all of the following conditions must apply: (1) the “Sponsoring Organization” listed on Page One of this agreement must be an officially-recognized University of North Carolina at Chapel Hill Student Organization, (2) a current officer of the sponsoring Student Organization must sign Page 9 of the Facility Use agreement, (3) at least one student representative of the sponsoring organization must attend any pre-event planning meeting(s) with Department of Music staff, (4) the sponsoring Student Organization must agree to be publicly named as the event’s primary sponsor on the Department of Music website, on any tickets printed and elsewhere, (5) no alcoholic beverages may be served, consumed and/or sold during or as part of the event, and (6) all payments due to Owner under this agreement must be received directly from the sponsoring Student Organization via the Student Activity Fund Office (SAFO) and/or via a bank account held in the sponsoring Student Organization’s name.
- 1.4 “UNC Department” refers only to official University of North Carolina at Chapel Hill Departments and other official University of North Carolina at Chapel Hill units that are not Student Organizations. In order to qualify for UNC Department rates, all of the following conditions must apply: (1) the “Sponsoring Organization” listed on Page One of this agreement must be a UNC Department, (2) the current head of the sponsoring department and/or the department’s business officer must sign Page 9 of the Facility Use agreement, (3) at least one employee or affiliated UNC-CH student of the sponsoring department must attend any pre-event planning meeting(s) with Department of Music staff, (4) the sponsoring department must agree to be publicly named as the event’s primary sponsor on the Department of Music website, on any tickets printed and elsewhere, and (5) all payments due to Owner under this agreement must be received directly from the sponsoring department via University account adjustment and/or via a bank account held in the sponsoring department’s name.
- 1.5 “UNC Department of Music Affiliate” refers only to community groups that Department of Music faculty and/or staff is involved with on a daily basis. In order to qualify for UNC Department of Music Affiliate rates, all of the following conditions must apply: (1) the “Sponsoring Organization” listed on Page One of this agreement must have a Department of Music faculty and/or staff member involved in the leadership of the group, (2) the faculty and/or staff member affiliated with the group must sign Page 9 of the Facility Use agreement, (3) the faculty and/or staff member affiliated with the group must attend any pre-event planning meeting(s) with Department of Music staff, (4) the affiliated group must agree to be publicly named as the event’s primary sponsor on the Department of Music website, on any tickets printed and elsewhere, and (5) all payments due to Owner under this agreement must be received directly from the affiliated group via a bank account held in the affiliated group’s name.
- 1.6 “Non-profit organization” refers only to non-University, 501(c)3 non-profit organizations. In order to qualify for non-profit rates, all of the following conditions must apply: (1) the “Sponsoring Organization” listed on Page One of this agreement must be a non-profit organization, (2) Page 9 of the Facility Use agreement must be signed by a person authorized by the sponsoring non-profit organization to enter into this agreement on behalf of said organization, (3) User must provide Owner with written proof of current 501(c)3 status upon Owner’s request, (4) the sponsoring non-profit organization must agree to be publicly named as the event’s primary sponsor on the Department of Music website, on any tickets printed and elsewhere, (5) all payments and deposits due to Owner under this agreement must be received directly from the sponsoring non-profit organization via a bank account held in that non-profit organization’s name, (6) any profit generated by this event must be for the sole benefit of the sponsoring non-profit organization and for no other person or entity.

# 2. Venue Specific Information

- 2.1 Hill Hall is located at 145 East Cameron Avenue and shares a parking lot (Swain Lot) with other buildings.
  - The *James and Susan Moeser Auditorium* has 390 fixed seats and a total capacity of 430.
  - *Hill Hall Room 107* has a capacity seating capacity of 150 for a performance and 200 for a rehearsal.
  - *Hill Hall Room 103* has a seating capacity of 65.

- 2.2 Person Hall is located at 181 East Cameron Avenue and shares a parking lot (Swain Lot) with other buildings.
- **Person Recital Hall** has a capacity of 100.
  - **Person Choral Room** has choral risers permanently in place that will hold approximately 75 adults.
- 2.3 The Kenan Music Building is located at 125 South Columbia Street and shares a parking lot (Swain Lot) with several other buildings.
- **Kenan Music Building Room 1201** has a capacity of 200 for performances and 250 for rehearsals.
  - **Kenan Music Building Room 2131** has a capacity of 140.
  - **Kenan Music Building Rooms 2030 and 3029** have a capacity of 50.
  - **Kenan Music Building Room 1206** has a capacity of 25.

### 3. Rate Summary

**3.1 James and Susan Moeser Auditorium Use Fee** (in addition to other charges below):

- \$0 (\$0) for Student Organizations
- \$350 for UNC Departments and Affiliated Groups (\$150 for rehearsals)
- \$800 for non-profit organizations (\$500 for rehearsals)
- \$1200 all other users (\$700 for rehearsals)

**3.2 Person Recital, Person Choral, Hill 107, Kenan 1201 Use Fee** (in addition to other charges below):

- \$0 for Student Organizations
- \$100 for UNC Departments and Affiliated Groups
- \$175 for non-profit organizations
- \$250 for all other users

**3.3 Hill 103, Kenan 1206, 2131, 2030, 3029, B002 Use Fee** (in addition to other charges below):

- \$0 for Student Organizations
- \$40 for UNC Departments
- \$75 for non-profit organizations
- \$125 for all other users

**3.4 Additional Possible Charges**

- Front of House Manager (*Auditorium only*) (Minimum two-hour charge per employee): \$20/hr
- UNC Police Officer (may be required): \$185 per event
- Housekeeping (charged only if the Moeser Auditorium is used on a Friday or Saturday): \$125 per event
- Supplemental Cleaning Charge: Will be added to User's invoice if Owner determines extraordinary cleaning is required. THE SUPPLEMENTAL CLEANING CHARGE IF GLITTER IS USED IS A MINIMUM OF \$700.
- Production Manager (*Auditorium only*) (Minimum two-hour charge per employee): \$25/hr.
- Lighting/Sound Supervisor (*Auditorium only*) (Minimum two-hour charge per employee): \$20/hr.
- Technical Staff (*Auditorium only*) (Minimum two-hour charge per employee): \$15/hr.
- Steinway Concert Grand Piano Rental (*Auditorium only*): \$250 per day
- Video/Power Point Projector (*Auditorium only*): \$300 per day
- Projection Screen (*Auditorium only*): \$100 per day
- Choral Risers (*Auditorium only*): \$25 per 3 row section, additional \$10 per section for 4<sup>th</sup> row and back rail
- Timpani / Bass Drum: \$25 per drum
- Chimes: \$50