

BUFFALO STATE COLLEGE

DIRECTORY OF POLICY STATEMENTS

Policy Number: V:03:00

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Subject: Scheduling Buffalo State College Performing Arts Center

Scheduling and space assignments at Buffalo State College Performing Arts Center are conducted by a priority system published in the user services policy manual. In this system, credit-related programs sponsored by academic arts departments have highest priority (music department events having the highest priority) and non-college users having the lowest priority.

The staffing, operating and program costs of the Buffalo State College Performing Arts Center are funded by allocations from the college administration, ticket sales, facility usage fees, rental fees, gifts, grants and donations.

The Buffalo State College Performing Arts Center receives approximately 40% of its operating budget from Buffalo State College. Therefore an on-campus organization and academic departments are required to pay a \$100 usage fee plus the incurred labor costs relevant to their event. Extraordinary costs incurred by the Buffalo State College Performing Arts Center on behalf of and at the request of academic departments, are the responsibility of the requesting department. Off-campus users other than academic departments are required to pay for the use of the BSC Performing Arts Center's facilities and services as outlined on the current rate schedule.

Fees for student organizations and other college affiliated organizations are a \$100 usage fee, plus incurred labor expenses, and out-of-pocket costs involved in producing the event. Only qualified personnel (qualifications determined by the Director's Office) may fill positions relating to the operation of the auditorium and it's equipment. These personnel cannot volunteer their services.

Programming sponsored by the BSC Performing Arts Center Administration should be conducted on a break-even basis at no cost or loss in services to the college. That is, in any given season, the direct costs of all BSC Performing Arts Center programming should be covered by the associated ticket sales, sponsorships, gifts, grants, donations, and budget allocations earmarked for performing.

Priority Groups

The following priorities will be used as a guideline for scheduling space allocations in the Buffalo State College Performing Arts Center.

1. a. Events sponsored by the President, Vice Presidents, or Buffalo State College Performing Arts Center (e.g., Honors Convocation).
- b. Events sponsored by the Buffalo State College Music Department.
- c. Events sponsored by academic departments, involving faculty as primary participants.
- d. Events sponsored by the academic departments or college organizations involving student as primary performers.
2. Events sponsored by the college organizations involving non-college participants.
3. Events sponsored by non-college organizations.

Meeting for the First Priority Groups

First priority users who wish the protection of the priorities schedule should attend a scheduling meeting held annually before the end of the Fall semester. The meeting will be chaired by the Director of the Buffalo State College Performing Arts Center or designee.

Representatives of each first priority user will work to determine a mutually agreeable schedule and minimize conflicts for the following season. Any remaining conflicts will be resolved by the Director. Additional meetings will be held if necessary. The Director maintains an up-to-date calendar located in the public folders in outlook on the Buffalo State College computing system.

Requests by the Other Priority Groups

All other users who wish the protection of the priority schedule should submit written requests via the calendar request form. Users may submit requests before the scheduling meeting of First Priority Users. The Director will bring these requests to the attention of the first priority users, who will be asked to take these requests into consideration. No general meeting will normally be held with other users. However, user representatives will occasionally be asked to meet with the Director to discuss their specific needs.

Late Requests

Facility requests submitted after the deadlines above will be accommodated to the fullest extent possible. In general, such requests will be honored on a first-come basis.

Cancellations and Postponements

Public events scheduled for the Buffalo State College Performing Arts Center are soon widely publicized throughout the region. Cancellations and postponements after public announcements have been made are an embarrassment to the performer, sponsor, the Buffalo State College Performing Arts Center, and the College. Cancellations should be avoided except at last resort. If an event must be cancelled, the sponsor is responsible for publicizing the cancellation through the sponsor's normal publicity channels. In addition, the sponsor is required to:

1. Notify the Director in writing.
2. Post appropriate notices.

General Rules

Smoking and Pyrotechnics

Smoking in the Buffalo State College Performing Arts Center facilities is prohibited. The use of pyrotechnics, chemical foggers, and fireworks, are prohibited without prior approval of the Director. Sponsors may require paying for services of one or more Fire Marshalls at the discretion of the Director.

Refreshments

Food and beverage are forbidden in the Buffalo State College Performing Arts Center facilities with the following exceptions:

1. Food and beverage consumed on stage as called for in the script.
2. Specifically designated areas as part of a reception, meal, or concession approved by the Director at least two weeks prior to the date of the scheduled event.
3. Faculty, staff, and maintenance offices and lounges.

Alcoholic Beverages

The consumption of alcoholic beverages in the Buffalo State College Performing Arts Center is prohibited unless permission is received in advance from the Director and Faculty-Student Association.

1. Alcoholic beverages may only be distributed in Buffalo State College Performing Arts Center under auspices of the Faculty-Student Association. Decisions to provide alcoholic beverages for events at BSC Performing Arts Center facilities will be made on the basis of the Faculty-Student Association's ability to protect its license. The association will perform the role of alcohol distributor primarily as a service to the campus.

2. Sponsors wishing to serve alcoholic beverages as part of a reception or meal should make written applications at least two weeks in advance.
3. The group receiving permission for alcoholic consumption at the BSC Performing Arts Center will be responsible for leaving the area in the same condition as it was on arrival.

In the interest of health and safety, open containers are prohibited outside of the Buffalo State College Performing Arts Center. Bringing your own alcoholic beverages to any event on campus is not permitted.

Concessions and Distribution of Printed Material

The sale or distribution of merchandise, services or any type of printed material is prohibited without written prior approval of the administration in accordance with established policies and guidelines.