



SINGLETARY CENTER FOR THE ARTS

FACILITY USE POLICIES AND RENTAL RATES

EFFECTIVE FOR EVENTS TAKING PLACE AFTER JULY 1, 2015

CFA

UK College of Fine Arts
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UNIVERSITY OF KENTUCKY SINGLETON CENTER FOR THE ARTS FACILITY USE POLICIES AND RATES

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A QUICK CHECKLIST FOR SCHEDULING AND CONTRACTING AN EVENT

- CONTACT THE PRODUCTION OFFICE, OBTAIN THE DATE(S), AND PLACE ON A TEMPORARY HOLD WHILE COMPLETING A SPACE REQUEST FORM. HOLDS WILL BE IN PLACE FOR TWO WEEKS, AND MAY ONLY BE EXTENDED TWICE. **NO ADVERTISING OF ANY KIND MAY TAKE PLACE UNTIL SIGNED CONTRACT(S) HAVE BEEN RETURNED, AND (FOR OFF CAMPUS CLIENTS) FACILITY RENTAL FEES PAID.**
- IF YOUR EVENT IS TICKETED, OBTAIN A TICKETING WORKSHEET FROM THE TICKET OFFICE MANAGER.
- SUBMIT A **COMPLETED** SPACE REQUEST FORM. FOR ON CAMPUS CLIENTS, THIS MUST INCLUDE A VALID UK COST CENTER NUMBER FOR BILLING. STUDENT ORGANIZATIONS THAT DO NOT HAVE A UK COST CENTER NUMBER MUST BE REGISTERED AND IN GOOD STANDING WITH UK. FOR OFF CAMPUS CLIENTS, RETURN THE SPACE REQUEST FORM WITH A CHECK FOR \$60, MADE OUT TO "SINGLETARY CENTER FOR THE ARTS." THIS IS A NON-REFUNDABLE ADMINISTRATIVE FEE. (ON CAMPUS CLIENTS SHALL HAVE A \$45 FEE BILLED ON THEIR FINAL BILL OR IN THE EVENT OF CANCELLATION, SHALL BE BILLED THIS FEE TO THE COST CENTER NUMBER PROVIDED.) IF APPLICABLE, RETURN SPACE REQUEST FORM WITH TECHNICAL RIDER FOR REVIEW.
- COMPLETE** AND RETURN A TICKETING WORKSHEET.
- REVIEW AND RETURN CONTRACT **BY DUE DATE**. FOR OFF CAMPUS CLIENTS, **CONTRACT MUST BE SIGNED AND RETURNED WITH A CHECK FOR THE FACILITY RENTAL FEES.** IF CONTRACT IS NOT SIGNED AND RETURNED (WITH FACILITY RENTAL FEES, FOR OFF CAMPUS CLIENTS) BY DUE DATE, **YOUR EVENT WILL BE SUBJECT TO CANCELLATION.**
- REVIEW AND RETURN TICKET OFFICE CONTRACT **BY DUE DATE**.
- ONCE BOTH CONTRACTS ARE SIGNED AND RETURNED, AND FACILITY RENTAL FEES HAVE BEEN PAID, TICKETS MAY GO ON SALE AND ADVERTISING OF THE EVENT MAY BEGIN.
- OBTAIN YOUR INSURANCE RIDER. THIS IS A COMBINED SINGLE LIMITS POLICY WHICH NAMES THE CLIENT AS WELL AS THE UNIVERSITY OF KENTUCKY AS ALSO INSURED FOR THE DATE(S) OF THE EVENT. THE COVERAGE AMOUNT IS \$1,000,000. SUBMIT PROOF OF INSURANCE NO LESS THAN 14 DAYS PRIOR TO EVENT DATE.
- KEEP THE PRODUCTION AND PATRON SERVICES OFFICES UPDATED OF ANY SET UP, TIME CHANGES, OR OTHER DETAILS PERTINENT TO YOUR EVENT.

PLEASE NOTE:

THIS LIST IS A QUICK REVIEW OF THE PROCESS USED TO SCHEDULE AND CONTRACT EVENTS. PLEASE READ THIS ENTIRE DOCUMENT FOR A DESCRIPTION OF ALL POLICIES, RENTAL RATES, LABOR COSTS, AND OTHER CHARGES THAT MAY BE ASSOCIATED WITH YOUR EVENT.

I. FACILITY USE PRIORITIES

The Singletary Center for the Arts is primarily intended as an educational and cultural resource for the University, the Lexington region, and the Commonwealth of Kentucky. Priority for use of the Singletary Center will be assigned primarily to Singletary Center presentations, College of Fine Arts events, and the School of Music. Seasonal Non-University resident companies will also have priority consideration in scheduling. The Singletary Center facilities will also be made available to other organizations on an individual rental basis for purposes that are compatible with, and enhance the mission of, the University of Kentucky, and are in the best interests of the community.

All Facility Users must comply with the rules and regulations outlined in this document. The Singletary Center will consider facility use requests for scheduling based on the following priorities:

Priority I	University of Kentucky President's Office and Office of the Provost
Priority II	A – Singletary Center; B – School of Music; C – College of Fine Arts
Priority III	Seasonal Non-University Resident Organizations
Priority IV	Other Arts Organizations, Public Schools
Priority V	All Others

II. SCHEDULING PROCEDURES

Administration

The scheduling of Singletary Center facilities is the responsibility of the Singletary Center Director's Office, in consultation with the Singletary Center's Production Director. The Production Director handles the scheduling of spaces within the Singletary Center, and with the Director's Office, administers contracts and communications regarding all events held in the Singletary Center. Request for use of space will be accepted pending availability of space, technical equipment, and staff.

An *annual scheduling template* will be used to assure sufficient annual dates and spaces for the Singletary Center, the School of Music, and seasonal resident companies. All requested dates by these groups must be submitted by February 1 for the following fiscal year (which begins July 1). The Production Director will assess the requests and negotiate the best use of the facilities by these groups, then confirm the assigned dates by March 15. On March 15, the calendar will be open to scheduling inquiries to all other facility users. Space request forms are required for School of Music and seasonal resident companies prior to the end of the spring semester, approximately the first week of May, or events are subject to cancellation. Final confirmation of Singletary Center, School of Music and seasonal resident companies will be made by written contract following the receipt of the space request form.

The Singletary Center will retain certain days for maintenance, restoration, and preparation for events, depending on need, and facilities may not be available for use on these days.

Contracting Procedures

Generally, it is expected that all events will be booked and contracted a minimum of 6 weeks in advance of the rental date. All events **MUST** be booked and contracted no less than two weeks prior to the week of the event date.

To book space, the Facility User will:

- 1 Inquire with the Production Office.** Check in to available date(s) for the event and provide a description of the event, the times the facility space(s) will be requested, the support spaces needed, and event requirements.
- 2 Choose and temporarily hold date(s).** Dates will be held for a two week hold period, and a maximum of two renewals will be extended if necessary. At this time, obtain a space request form and complete it. If your event is ticketed, make initial contact with the ticket office manager and obtain a ticketed events worksheet.
- 3 Submit a space request form before the end of the two week hold period.** FOR OFF CAMPUS CLIENTS: the space request form must be submitted with a check for \$60, made out the "Singletary Center for the Arts." This is a non-refundable administrative fee. If your organization holds a legal tax exempt status, please provide written proof of this status by this time in order to qualify for non-profit rates. FOR ON CAMPUS CLIENTS: in the event of event cancellation, a \$45 administrative fee will be billed to you. Otherwise, this fee will be included in your final bill/reconciliation.
- 4 Submit a completed ticketed events worksheet.** This must include all information requested and clearly state your contact information.
- 5 Review the contract and estimate, and return the signed contract and facility rental fees by the due date indicated.** FOR OFF CAMPUS CLIENTS: Your contract must be returned with your facility rental fees. Make checks out to "Singletary Center for the Arts." You will be billed for labor and other charges after the event, at reconciliation. FOR ON CAMPUS CLIENTS: Your signed contract is all that is required to execute your contract. You will be billed for labor and other charges following the event.
- 6 Review the ticketing contract, and return the signed ticketing contract by the due date indicated.**
- 7 Once BOTH the building contract and ticketing contract are executed, and (for off campus clients) facility rental fees are received, the event may be advertised.**
- 8 Submit insurance for your event.** Category 2, 3, 4, and 5 Facility Users are required to obtain and submit a combined single limits insurance policy for the date(s) of the event which names the Facility User and the University of Kentucky as also insured. Some Category 1 users (such as student groups and Greek organizations) will also be required to obtain coverage. The coverage amount is \$1,000,000. This policy must be submitted to the Singletary Center administrative office within 14 days of the event. If an insurance rider is not submitted, the event will be subject to cancellation.
- 9 Update the Production Office, Patron Services, and Ticket Office.** If changes to your event are made after the contracts are executed, please be sure to inform us.
- 10 Submit payment upon receipt of invoice.** Following the event, you will receive a reconciliation/invoice. Submit payment within 30 days of receiving the invoice. IF YOU CARRY AN OUTSTANDING BALANCE DUE, YOUR ORGANIZATION WILL NOT BE ABLE TO PLACE HOLDS ON FUTURE EVENT DATES UNTIL THE BALANCE IS PAID IN FULL.

III. RENTAL USER CATEGORIES

The Singletary Center shall set rental fees based on the categorization of the user. The user category shall be based upon the fiscal and organizational nature of each user, and the use of the proceeds from the user's event. Users of the Singletary Center may consist of University and Non-University organizations, professional or amateur, individuals or associations, and will fall under one of the following categories.

CATEGORY 1 UNIVERSITY OF KENTUCKY ORGANIZATIONS

All authorized University of Kentucky entities with a University account number, where the majority of the proceeds from the event go to support the University organization. Student organizations that do not have University account numbers must be registered with the University of Kentucky and be in good standing with the University. There must be active involvement by the University organization during the event. The event should have curricular relevance and/or specific benefit to the University organization.

CATEGORY 2 PUBLIC/PRIVATE ELEMENTARY, SECONDARY, AND NON-UNIVERSITY OF KENTUCKY COLLEGES AND UNIVERSITIES

An educational institution other than the University of Kentucky.

CATEGORY 3 NON-UNIVERSITY ORGANIZATIONS WITH UNIVERSITY OF KENTUCKY SPONSORSHIP

All organizations which co-sponsor the event with a University of Kentucky organization, where the majority of the proceeds from the event go to support the non-University organization. Billing and contracting must be handled through a University of Kentucky account number. **The University of Kentucky sponsor must show active involvement in the event.** ***ALL CATEGORY 3 EVENTS MUST BE PRESENTED TO, AND APPROVED BY, THE SINGLETARY CENTER DIRECTOR'S OFFICE.***

CATEGORY 4 NON-PROFIT ORGANIZATIONS

Organizations possessing current, legal, non-profit status. Proof of non-profit status must be provided in writing prior to this category designation being approved.

CATEGORY 5 PROFIT ORGANIZATIONS

All other users not fitting any of the above categories.

IV FACILITY RENTAL FEES – EFFECTIVE JULY 1, 2015

The following rental rates DO include: access to space(s) rented at the contracted times only; general lighting and HVAC; and Singletary Center stock equipment listed on your contract. Four and five hour blocks must include the time needed to set up and strike your event.

The following rental rates DO NOT include the costs of production/equipment rentals; technical and/or house labor expenses; marketing/publicity costs; piano tuning fees; contracted goods and services (ie Building Operator, Parking, Custodial, Security, expendable supplies); facility storage; photocopier costs, and Ticket Office services.

College of Fine Arts (CFA) Rate applies to any College of Fine Arts sponsored event. This category will be assessed rent for the President's Room use in conjunction with Concert Hall rental.

CONCERT HALL 1450+ SEATS

EVENT/PERFORMANCE
5 HOURS MAXIMUM*

SET UP/TECH/REHEARSAL
4 HOURS MAXIMUM*

RENTAL CATEGORY	MON-THURS 7AM-4PM	MON-THURS 4PM-12AM	FRI-SUN ALL HOURS		MON-THURS 7AM-4PM	MON-THURS 4PM-12AM	FRI-SUN ALL HOURS
CFA	\$88	\$132	\$160		\$36	\$52	\$64
1	\$110	\$165	\$200		\$45	\$65	\$80
2	\$225	\$270	\$350		\$85	\$115	\$150
3	\$275	\$325	\$425		\$115	\$145	\$200
4	\$600	\$700	\$800		\$300	\$350	\$400
5	\$875	\$975	\$1250		\$500	\$600	\$700

*EACH ADDITIONAL HOUR CONTRACTED OVER THE MAXIMUM SHALL BE BILLED AT A PRO-RATED HOURLY COST. EVENTS THAT EXCEED THE TIME CONTRACTED WILL BE BILLED PRO-RATED COSTS OF TIME AND A HALF THE HOURLY COSTS, AND WILL BE ASSESSED ADDITIONAL LABOR FEES.

RECITAL HALL 375+ SEATS

EVENT/PERFORMANCE
5 HOURS MAXIMUM*

SET UP/TECH/REHEARSAL
4 HOURS MAXIMUM*

RENTAL CATEGORY	MON-THURS 7AM-4PM	MON-THURS 4PM-12AM	FRI-SUN ALL HOURS		MON-THURS 7AM-4PM	MON-THURS 4PM-12AM	FRI-SUN ALL HOURS
CFA	\$32	\$56	\$72		\$20	\$36	\$52
1	\$40	\$70	\$90		\$25	\$45	\$65
2	\$80	\$115	\$160		\$60	\$70	\$90
3	\$125	\$150	\$225		\$75	\$85	\$125
4	\$325	\$375	\$425		\$145	\$165	\$185
5	\$550	\$600	\$650		\$250	\$275	\$325

*EACH ADDITIONAL HOUR CONTRACTED OVER THE MAXIMUM SHALL BE BILLED AT A PRO-RATED HOURLY COST. EVENTS THAT EXCEED THE TIME CONTRACTED WILL BE BILLED PRO-RATED COSTS OF TIME AND A HALF THE HOURLY COSTS, AND WILL BE ASSESSED ADDITIONAL LABOR FEES.

REHEARSAL ROOM, PRESIDENT’S ROOM, OR LOBBY*

RENTAL CATEGORY	EVENT OR SET UP BLOCK, MAXIMUM 5 HOURS*
CFA	\$28
1	\$35
2	\$80
3	\$90
4	\$100
5	\$140

FULL DAY RENTAL RATES – PERFORMANCE DAYS*

Full day rates shall be applied to events and associated rehearsals contracting 10 or more hours in a single day and shall be charged per space contracted.

RENTAL CATEGORY	MON-THURS CONCERT HALL	FRI-SUN CONCERT HALL	MON-THURS RECITAL HALL	FRI-SUN RECITAL HALL	ALL DAYS REHEARSAL RM PRES RM/LOBBY
CFA	\$232	\$320	\$108	\$192	\$84
1	\$290	\$400	\$135	\$240	\$105
2	\$500	\$720	\$260	\$360	\$240
3	\$620	\$910	\$360	\$520	\$270
4	\$1,440	\$1,760	\$740	\$900	\$300
5	\$2,170	\$2,900	\$1,220	\$1,430	\$420

FULL DAY RENTAL RATES – REHEARSAL DAYS*

Full day rates shall be applied to events and associated rehearsals contracting 10 or more hours in a single day and shall be charged per space contracted.

RENTAL CATEGORY	MON-THURS CONCERT HALL	FRI-SUN CONCERT HALL	MON-THURS RECITAL HALL	FRI-SUN RECITAL HALL	ALL DAYS REHEARSAL RM PRES RM/LOBBY
CFA	\$124	\$192	\$76	\$156	\$72
1	\$155	\$240	\$95	\$195	\$90
2	\$285	\$450	\$190	\$270	\$210
3	\$375	\$600	\$235	\$375	\$235
4	\$950	\$1200	\$455	\$555	\$260
5	\$1600	\$2100	\$775	\$975	\$365

*EACH ADDITIONAL HOUR CONTRACTED OVER THE MAXIMUM SHALL BE BILLED AT A PRO-RATED HOURLY COST. EVENTS THAT EXCEED THE TIME CONTRACTED WILL BE BILLED PRO-RATED COSTS OF TIME AND A HALF THE HOURLY COSTS, AND WILL BE ASSESSED ADDITIONAL LABOR FEES.

DRESSING ROOMS

The Singletary Center dressing rooms are located directly behind the Concert Hall. Therefore, Facility Users renting the Concert Hall shall have priority use of the dressing rooms. Facility Users renting the Recital Hall shall have second priority. Should the dressing rooms be unavailable, or become unavailable due to a Concert Hall booking, the Rehearsal Room may be rented as support space instead, if it is available. If the dressing rooms and Rehearsal Room are not available, Facility Users will have access only to restrooms located backstage between the Concert Hall and Recital Hall.

SUPPORT SPACE

Large groups desiring to rent the Concert Hall or Recital Hall will be **required** to rent adequate support space. The support space(s) necessary for your event will be determined by the Production Office. If adequate support space is not available, the booking request will be denied. Support spaces will be rented at the Set Up/Rehearsal/Tech rate.

MULTI-DAY DISCOUNT

Facility Users who rent space(s) for 4 or more **consecutive** days for the same event (including the event's associated rehearsals) shall receive a 20% discount on the facility rental fees. College of Fine Arts sponsored events already receive discounted rates and do not qualify for the multi day discount.

V FACILITY USE: GENERAL RULES AND REGULATIONS

PLEASE ABIDE BY THESE RULES AND REGULATIONS SO AS NOT TO JEOPARDIZE YOUR FUTURE USE OF THE SINGLETARY CENTER.

1 Authorized Areas: Facility Users will have access to authorized areas only, as specified in the Rental Contract. The Facility User, or responsible party identified in the contract, **MUST** be present for the entire use of the facilities and will accept full responsibility for any damage and/or missing property. The Facility User is responsible for keeping its various members, supporters, and participants within authorized contracted areas. The Facility User is responsible for informing guests, members, caterers, volunteers, participants, and all others involved with the user's event about the Singletary Center Facility Use Policies. Doorways may not be blocked, and proper fire egress maintained during Facility User's contracted time.

2 Support Space: Dressing Rooms are located behind the Concert Hall stage and Facility Users renting the Concert Hall shall have priority use of the dressing rooms. Facility Users renting the Recital Hall shall have second priority use of the dressing rooms. Should the dressing rooms be unavailable, or become unavailable due to a Concert Hall booking, the Rehearsal Room, if available, may be rented as additional dressing/support space. If the dressing rooms and Rehearsal Room are unavailable, Facility User will have access to the backstage restrooms located between the Concert Hall and Recital Hall. Large groups will be **required** to rent adequate support space for their events, as determined by the Singletary Center Production Office. These support spaces, if not requested, will be assigned at the discretion of the Production Office if such space is deemed necessary. If adequate support space is not available, the facility use request will be denied. Support space(s) will be billed at the Set Up/Tech/Rehearsal rate.

3 Insurance: All Category 2, 3, 4 and 5 Facility Users will be required to obtain and supply an insurance rider. Some Category 1 University of Kentucky users (such as student groups, Greek organizations) will also be required to provide an insurance rider. This rider shall be issued by a licensed company, doing business in the state of Kentucky. It shall be a combined single limits insurance policy, and the coverage amount shall be \$1,000,000. It must name the Facility User, as well as the University of Kentucky as also insured. This policy must be submitted no less than 10 days prior to the event date.

4 Tickets: All Facility Users desiring to charge an admission and/or distribute tickets must use the Singletary Center Ticket Office (SCTO). Only numerically marked tickets printed and distributed by the SCTO will be accepted for admission to an event. General admission ticketed events (non-reserved seating) are not permitted in the Singletary Center.

5 Ticket Office: All Facility Users selling admission to an event are required to use the Singletary Center Ticket Office (SCTO). SCTO services include: ticket stock and printing, mailing/distribution of tickets, ticket sales reports and cost of box office personnel, internet and telephone sales, inclusion of event in the season brochure calendar (if contracted before printing), cost of credit card banking services, and post event ticket sales reconciliation report. All Facility Users including University organizations will be charged 8% of gross ticket sales for SCTO services. The SCTO will set, control, and retain any ticket order charges or fees added to the face value of tickets and charged to customers. The Facility User is responsible for including information about ticket order charges or fees in the publicity for the event.

6 Advertisement/Publicity: No advertisement, press release, invitation, poster, flyer, public announcement, or artist contract citing the Singletary Center for the Arts is permitted until a Rental Contract is signed and authorized. Verbal commitments are not acceptable – no exceptions. Any publicity material citing the Singletary Center must use the Singletary Center’s approved logo, font, website address, and ticket office telephone number. No advertising materials may be displayed on the interior, exterior, or any part of the Singletary Center without specific authorizations and content approval from Singletary Center management. If unauthorized advertising materials are found posted in the Singletary Center, these items will be removed. Once the event is contracted, the Singletary Center will list your event on its website calendar at no cost to Facility User; however, the Singletary Center is in no way responsible for any publicity or marketing efforts on behalf of the Facility User.

7 Merchandise Sales: Facility Users may sell event merchandise in designated areas of the Singletary Center’s lobby with prior approval by the Singletary Center management. 20% of gross merchandise sales (exclusive of sales tax) will be charged to the Facility User by the Singletary Center. Facility user or authorized personnel must count in merchandise with house staff before selling commences, and reconcile the sales once the event is over, prior to leaving the Singletary Center. All aspects of merchandise sales are the responsibility of the Facility User. If Singletary Center personnel are required as sellers, this service must be requested and arranged in advance. An hourly fee per employee is charged.

8 Labor and Equipment: All equipment in the Singletary Center’s inventory must be operated by Singletary Center staff. Use of Singletary Center equipment MUST be arranged in advance of load in and is available on a first come, first served basis. ALL equipment used in the Singletary Center must be approved by the Production Office in advance of load in. Equipment requested on the day of the event will be supplied if available and at the discretion of the Production Office. Use of equipment supplied by Facility User on the day of the event will be subject to the approval of the Production Office. *(See Section VII, Labor and Production Expenses, for further details.)*

9 Decorations: Nails, hooks, tacks, screws and bolts may not be used on any surface, wall, floor, or furnishing in the Singletary Center. Cloth gaffer’s tape is the only tape permitted to be used on floors and equipment. **No tape of ANY kind may be applied to brick walls.** Facility User may be held financially responsible for repair/replacement of any damages to facility or equipment. No bunting, paper, or any other combustible material may be used without prior approval of the Singletary Center Production Office, and this use must be listed in the rental contract. All scenery brought in to the Singletary Center must be flame proofed. **No rice, confetti, or glitter may be used in the Singletary Center unless prior approval has been granted and janitorial expenses are included in the rental contract. Unauthorized use will result in billing of all expenses related to the clean up.** Painting of scenery or props on site must be arranged in advance and will be limited to touch ups, permitted at the discretion of the Production Office.

10 Pyrotechnics/Special Atmospheric Effects: ABSOLUTELY NO PYROTECHNICS ARE PERMITTED IN THE SINGLETARY CENTER WITHOUT PRIOR APPROVAL OF BOTH THE PRODUCTION OFFICE AND UK FIRE MARSHAL’S OFFICE. All pyrotechnics must be operated by licensed pyrotechnicians. All necessary permits must be obtained at the Facility User’s expense, and provided to the Singletary Center Production Office. Use of fog, haze, or other atmospheric effects requires taking the building’s fire alarms out of service and will require the hiring of a UK Building Operator to monitor the fire panel at a flat rate of \$200. The cost of the Building Operator shall be billed to the Facility User.

11 Performance, Rehearsals, Load In, Strike: The Singletary Center staff will set up the required equipment AS PER THE CONTRACT, and at the times agreed upon with the Facility User. The Facility User's time in each space begins and ends precisely as cited in the Rental Contract. Facility User must plan their rental time accordingly and work within the time contracted to load in, run the event, and strike the event. **Facility Users will not be allowed in to the spaces contracted any earlier than the time cited on the rental contract.** Any time over the rental block cited on the Rental Contract will be pro-rated to Facility User at one and a half times the hourly rental cost, and a minimum of an additional 2 hours of labor per person shall be billed.

12 Storage: Storage of Facility User's property will be permitted only for the length of the Rental Contract, unless prior arrangement is made with the Production Office. Facility User property shall not be delivered, nor can it remain past the date and time entered in the rental contract. With the exception of the College of Fine Arts, no permanent storage areas will be available for Facility Users.

13 Custodial Services: The Singletary Center shall provide basic custodial/janitorial services for public events at a flat fee of \$40 per public event, for all rental categories EXCEPT Category 1, which shall not be assessed this fee. Special events, such as catered receptions, dinners, parties, or similar types of events may be subject to an additional custodial/janitorial fee should the event require cleaning beyond that of normal public use. These special custodial/janitorial costs will be applied to all rental categories. The special custodial cleaning fee is billed at a flat rate of \$400. If the facility is left in a state which requires substantial clean up taking longer than usual, the Facility User will be billed for the total time worked.

14 Tobacco Free Campus: The University of Kentucky is a tobacco free campus. This policy prohibits use of all tobacco products on the grounds, parking lots, and indoors. This includes cigarettes, e-cigarettes, cigars, pipes, chew, and snuff. Facility Users and their employees, artists, and other representatives are asked to abide by this policy.

15 Alcohol on the University of Kentucky Campus: the University of Kentucky is an alcohol free campus. Alcoholic beverages are prohibited in the Singletary Center, except by prior written approval from the University of Kentucky's Provost's Office and/or the Office of the Executive Vice President for Finance Administration. Please see Section VI, item 3 for further information.

VI LABOR AND PRODUCTION EXPENSES

1 TECHNICAL STAFF

The Singletary Center will provide Stage Managers, Lighting Technicians, Sound Technicians, and Stagehands for all events in the Concert Hall, Recital Hall, or Rehearsal Room. Equipment in the Singletary Center's inventory must be operated by Singletary Center staff. A minimum of one Stage Manager for every public event, or one Stagehand for every rehearsal, is required. Additional personnel may be required to handle equipment requested and will be hired at the discretion of the Production Office to suit your event. A Tech Supervisor will be required for complex events, and is assigned at the discretion of the Production Office.

Technical staff must be given a 10 minute break after every two hours, and a one hour meal break after each five hours on the clock. If circumstances do not allow for a one hour break after 5 hours on the clock, the Facility User will be required to provide a meal and a thirty minute break. The scheduling of the breaks will be advanced with the Production Office prior to the day of the event. The production schedule for the event will be advanced with the Facility User by the Production Office to insure that these policies are followed.

In the event that a performance, rehearsal, tech call, load in or strike cannot be staffed in full by the Singletary Center's labor pool, the Singletary Center reserves the right to substitute IATSE Local 346 stagehands at the prevailing labor rates. IATSE follows similar regulations for breaks and meals. Facility User shall be billed for IATSE labor at their prevailing rates.

Stage crew is assigned the responsibility of tracking the time contracted, letting the Facility User know when the end of the contracted block of time is approaching, and shutting down the spaces contracted at the end of the rental block. If Facility User exceeds the contracted block of time, labor charged will be an ADDITIONAL 2 hour minimum per person, plus the time and a half pro-rated hourly rental fee per space contracted.

Category 1 Technical Staff Labor Rates

\$15 per hour, per person. 4 hour minimum.

Category 2, 3, 4 and 5 Technical Staff Labor Rates

\$20 per hour, per person. 4 hour minimum.

2 FRONT OF HOUSE STAFF

The Singletary Center will provide front of house staff (House Manager, Lobby Attendants, Ticket Takers, Concessions Managers, Merchandise Managers) for all events that are open to the public or have invitation only audiences. Facility User may not substitute volunteers for hired Singletary Center personnel. Large events may require a Front of House Supervisor. The Front of House Supervisor will be assigned at the discretion of the Patron Services Coordinator. In the event that Front of House staff is required to work in excess of 5 hours, a schedule permitting breaks for the Front of House staff must be advanced with the Patron Services Coordinator. If the Front of House staff is not able to be rotated out for meal breaks, the Facility User will be required to provide a meal for the Front of House staff and the Front of House Supervisor and/or House Manager will determine appropriate times for the Front of House staff to break.

Category 1 Front of House Labor Rates

Front of House Supervisor: \$15/hr, 4 hr minimum

House Manager: \$15/hr, 4 hr minimum

Ticket Takers: \$10/hr per person, 3 hr min.

Lobby Attendants: \$10/hr per person, 3 hr min.

Merchandise Manager: \$10/hr per person, 3 hr min.

Concessions Manager: \$10/hr per person, 3 hr min.

Category 2, 3, 4, and 5 Front of House Labor Rates

Front of House Supervisor: \$18/hr, 4 hr minimum

House Manager: \$18/hr, 4 hr minimum

Ticket Takers: \$14/hr per person, 3 hr min.

Lobby Attendants: \$14/hr per person, 3 hr min.

Merchandise Manager: \$14/hr per person, 3 hr min.

Concessions Manager: \$14/hr per person, 3 hr min.

2 Front of House Staff, continued

The Front of House hiring minimums required by the Singletary Center and University of Kentucky Fire Marshal are as follows:

Concert Hall Ticketed Events

Up to 750 Anticipated Attendance

1 House Manager
6 Ticket Takers
2 Concessions Managers

Over 750 Anticipated Attendance

1 House Manager
8 Ticket Takers
2 Concessions Managers

Concert Hall Non-Ticketed Events

Up to 750 Anticipated Attendance

1 House Manager
3 Lobby Attendants

Over 750 Anticipated Attendance

1 House Manager
6 Lobby Attendants

Recital Hall Ticketed Events

1 House Manager
2 Ticket Takers

Recital Hall Non-Ticketed Events

Up to 150 Anticipated Attendance

1 House Manager
1 Lobby Attendant

Over 150 Anticipated Attendance

1 House Manager
2 Lobby Attendants

President's Room

Minimum hire is 1 House Manager. Additional Lobby Attendants will be required for larger set ups, and will be hired at the discretion of the Patron Services Coordinator.

Rehearsal Room

For events in the Rehearsal Room that are open to the public or are invitation only, the minimum hire is one House Manager. Additional Lobby Attendants will be required for larger set ups if the lobby is used as well.

3 ALCOHOLIC BEVERAGE SALES, ALCOHOLIC BEVERAGE SERVICE

Alcohol sales, directly or indirectly, on University property are expressly forbidden without permission from the University of Kentucky Provost's Office and/or the Office of the Executive Vice President for Finance and Administration. With appropriate permission, alcohol may be sold and/or served under limited and exceptional circumstances. The Singletary Center administrative office is charged to handle all inquiries regarding alcohol on Singletary Center premises. 20% of gross alcohol sales (exclusive of sales tax) will be charged to the Facility User by the Singletary Center. Alcohol must be sold/served by a licensed caterer. Copies of the caterer's valid license to sell/serve alcoholic beverages must be filed with the Singletary Center administrative office, and the caterer must publicly display the license(s) during the event. The caterer must also provide their valid certificate of insurance. It is the Facility User's responsibility to communicate the 20% fee to the caterer.

Requests to sell/serve alcohol at an event must be submitted in a timely manner to allow the University of Kentucky Legal Office time to review the request. Last minute requests may not be accommodated.

4 PHYSICAL PLANT, PARKING SERVICES, SECURITY

BUILDING OPERATORS

A Building Operator is hired for certain events as needed on a per event basis. Examples of events requiring a Building Operator include but are not limited to the following: large, high profile events; events which utilize atmospheric effects such as fog or haze; events which utilize pyrotechnics. This service is contracted by the Singletary Center with the University of Kentucky Physical Plant. The Facility User will be charged a \$200 flat fee for this service.

PARKING SERVICES

The University of Kentucky Parking Services requires that three parking control officers be hired for all school shows. This service is contracted by the Singletary Center with the University of Kentucky Parking Services Office. The Facility User will be charged a \$275 flat fee for this service.

The parking lot behind the Singletary Center (23-28 spaces) can be reserved on evenings and weekends for VIP, performer or event staff parking. Under special circumstances, it may be possible to reserve this lot during weekday business hours. One parking control officer is required to reserve the lot. The Facility User will be required to supply the Patron Services Coordinator with a list of people approved to park in the lot. The parking list must be provided a minimum of three days before the event date. If the event falls on a Sunday, the list must be provided by 5pm on Thursday. This service is contracted by the Singletary Center with the UK Parking Services Office. The Facility User will be charged a \$100 flat fee for this service.

Other special parking reservations can be negotiated with UK Parking Services and will be billed on an as contracted basis. The Patron Services Coordinator handles all parking requests.

CUSTODIAL SERVICES

All Category 2, 3, 4 and 5 users will be billed a flat fee of \$40 for basic custodial services, per public event. Category 1 users will not be charged this fee.

If the Facility User has requested the use of glitter, confetti, or similar decorations or effects (which must be approved in advance on the rental contract), a custodial staff will be hired and the costs will be billed to the Facility User. Special events, such as catered receptions, dinners, parties, or similar types of events may be subject to an additional custodial/janitorial fee should the event require cleaning beyond that of normal public use. These special custodial/janitorial costs will be applied to all rental categories. The special custodial cleaning fee is billed at a flat rate of \$400. If the facility is left in a state which requires substantial clean up taking longer than four hours, the Facility User will be billed for the total time worked.

SECURITY SERVICES

Events which require security on campus are required to use UK Police Department services. SCFA will work with you to communicate with UKPD. UK Police will evaluate the event and determine necessary staffing. Costs will be included on final reconciliation, or for campus users, may be billed directly to a campus account number at prevailing rates. For more information, please contact us.

5 RENTALS AND EXPENDABLES

In the event that the Singletary Center does not have the equipment requested or necessary for the event, the Production Office will rent the necessary equipment. The cost of the rental will be borne by the Facility User. If expendables are required (for example, lighting gel, gaffer's tape, batteries, etc), the Production Office will order these items for your event. The cost of the expendables will be borne by the Facility User. Rental and expendables costs will be included on the final billing/reconciliation.

6 MARLEY DANCE FLOORING

The Singletary Center houses 8 rolls of black Marley Dance Flooring, owned by the University of Kentucky Dance Ensemble. This floor is available for rental at the following rates (subject to change):

Day Rate: \$25 per roll

Week Rate (3 Day Week): \$75 per roll

If Marley Dance Flooring is rented, Facility User will be billed for cloth gaffer's tape needed to install floor. (If Facility User prefers Marley floor tape, it must be requested so that it can be ordered and in stock by the date of the installation.)

7 OTHER EXPENSES

Available upon request, first come, first served:

Coffee and Supplies \$12.50 (per urn/30 cups)

Tea and Supplies \$12.50 (per urn/30 cups)

Piano Tuning

All pianos will be serviced and tuned by the University of Kentucky School of Music Piano Technician. The Singletary Center Production Office will assist you with arranging the tuning to meet the event needs and schedule. The Piano Technician will bill you directly for services.

VII SINGLETARY CENTER TICKET OFFICE

1 All Facility Users charging admission and/or distributing tickets are required to use the Singletary Center Ticket Office (SCTO). Only numerically marked tickets printed and distributed by the SCTO will be accepted for admission to an event.

2 Ticket Office Services include: ticket stock and printing, mailing/distribution of tickets, ticket sales reports and cost of box office personnel, internet and telephone sales, inclusion of event in season brochure (if contracted before printing), cost of credit card banking services, and post event ticket sales reconciliation report. Additionally, the event will be listed on the Singletary Center web calendar once contracted.

3 All Facility Users, including University organizations, will be charged 8% of gross ticket sales for SCTO services. The minimum SCTO charge is \$100 per performance, with a \$7,500 per performance maximum. The SCTO will set, control, and retain any ticket order charges or fees added to the face value of the tickets and charged to customers. Facility Users wishing to ticket free events in order to regulate admission will be charged a \$500 flat fee for Concert Hall events, and a \$150 flat fee for Recital Hall events. Please see item 7 (Reconciliation) for information regarding comp ticket charges.

4 General admission ticketed events (non-reserved seating) are permitted in the Singletary Center at the discretion of the SCTO.

5 Ticket transfers or consignments are not possible, and will be handled with ticket order forms provided by the SCTO. If Facility User wishes to use its own ticket order forms, a copy of the form must be approved by the Ticket Office Manager prior to sales or distribution. Facility User must insure that order forms are completed and accurate. All checks must be made to SCFA, or Singletary Center for the Arts. Orders will be filled within 48 hours of delivery to the Ticket Office Manager. The SCTO will contact the Facility User to verify that orders are complete and ready for pick up, if necessary.

6 The deadline for order form drop off at the SCTO is 48 hours prior to an event. If event is scheduled on a Sunday, order forms for that event must arrive at the SCTO by 5pm Friday.

7 Reconciliation of ticket sales and production costs will be completed within 30 days after completion of the event. Reconciliation of some events may take longer than others, depending on the nature of the event and the costs involved. Production costs owed to the Singletary Center will be deducted from ticket sales income, and the remainder will be sent to Facility User in the form of a check from University of Kentucky Accounting. Facility User may be asked to submit a Federal W-9 tax form or a University of Kentucky Vendor Form, if User has not previously done business with the University. Inquiries about reconciliations may be directed to the Singletary Center Fiscal Officer. In the event that ticket sales do not cover the costs of event, an invoice will be sent to Facility User. Payment is requested within 30 days of receipt of invoice.

- 8% of gross ticket sales or \$100 minimum and \$7500 maximum per performance.
- Flat \$500 fee for FREE but ticketed events in the Concert Hall
- Flat \$150 fee for FREE but ticketed events in the Recital Hall
- Fee of \$0.50 per ticket printed if only using SCFA Ticket Stock for outside venues

COMPLIMENTARY TICKETS

Concert Hall Ticketed Events

- Presenting organization are allotted 50 complimentary tickets at no charge. Any comps issued past this number will be charged **25 cents per comp**, to be deducted from the gross ticket sales (in addition to the 8% ticket office fee). For shows with multiple performances, the allotted number of complimentary tickets will be 50 x the number of performances. These comps may be distributed across all performances (not necessarily limited to 50 per night).

Recital Hall Ticketed Events

- Presenting Organizations are allotted 25 complimentary tickets at no charge. Any comp issued past the allotted 25 will be charged **25 cents per comp**, to be deducted from the gross ticket sales (in addition to the 8% ticket office fee). For shows with multiple performances, the allotted number of complimentary tickets will be 25 x the number of performances. These comps may be distributed across all performances (not necessarily limited to 25 per night).