

Nutt Auditorium Non-Music Usage Policy & Rates

Auditorium Rental Rates:

Users:	Fee:
Type I: Music Department & Co-Sponsored Events	Fee Waived
Type II: University/Music Faculty Sponsored Free Admission	\$200 flat fee/day
Type III: University/Music Faculty Sponsored Ticketed	\$400 flat fee/day

- Fee is based on a **4-hour period per day**. If longer periods of use are required, a fee of **\$75 per hour** will be charged. Fees for multiple blocks of time can be negotiated. There will be additional charges for lighting and sound based on the needs of the performance. The management reserves the right of first refusal for food and beverages served on the premises. The University of Mississippi's Music Department reserves the right to alter fees.
- Set up is included in the rental rates. This includes, but is not limited to: the use of the lectern, access to the stage screen, access to chairs, props, and stands. The UM Department of Music reserves the right to charge additional rates for set up if deemed necessary.
- All Prices are subject to change.

Personnel Fee Chart (For Type II & III Rentals Only)

Personnel	Fees
MultiMedia Specialist	\$35/hr
Graduate Student	\$15 per person/per hr
Special cleaning fee may be charged for specific events or for misuse of the space	up to \$200 per day

- All prices are subject to change.
- The Music Department requires that at least one personnel be on duty to run each event. The technician must be present for the duration of the reservation. Additional technicians may be required depending on the nature of the event. Contact Jacob Snell at (662) 915-1382 for questions.

Auditorium Optional Services (For Type II & III Rentals Only)

(Equipment use Rentals - rates are subject to change)

Item Description	Rental Fee
Basic A/V Set Up	\$75
Additional Cameras	\$7.50/hr per camera
Additional Microphones	\$5/hr per microphone
Steinway Concert Grand	\$50 + optional tuning fee
Dance Floor	\$200

Use of Departmental Spaces \$25+/hr

- All prices are subject to change.

The Basic A/V Set up includes the following, P/A System and one wireless microphone, Video recording with one camera, audio recording with one stage mic and hanging room mics.

All items are based on availability. If an item must be rented for a given event, the charge must be arranged with the management prior to the event. The UM Music Department reserves the right to charge additional fees if deemed necessary.

Audio/Visual Services (For Type II & III Rentals Only)

The University of Mississippi's Music Department has the ability to record audio/visual files for an additional charge of \$25 per hour. All raw files will be shared with the clients involved. These files become the property of the client; and the Music Department will not be responsible for distribution.

The costs of the rental and technology does not cover any post production.

Security

If necessary the use of security is permitted. It is the responsibility of the Lessee to abide by UM policy when setting up any security. All security must be inline with UPD and communications. The Department of Music will not be responsible for preparing or setting up security, except for assisting with locking doors as necessary. Lastly, security must fall in line with the emergency fire plan as set by the state fire marshal.

Food and Beverages

No food or beverages shall be brought into the Nutt Auditorium by the user, the user's guests, ticket holders, or the user's employees. Only water and coffee in tightly sealed containers is permitted by the users or the user's employees. Audience members are not allowed to bring any outside food or beverages into the facility. Any food and beverage service requests must be coordinated with the Auditorium Manager. The user will enforce that no food or beverage other than water is allowed in the auditorium or lobby.

General Information:

This facility is available for use to University of Mississippi Departments and Organizations with approval from the Music Department.

Availability for this space is limited during the Fall and Spring Semesters.

Once a reservation request has been approved, the person responsible for placing the reservation will be contacted and provided with a final cost for fees associated with the facility. An invoice will be sent to the representative from the University for processing of payment. For sponsored events, a nonrefundable deposit will be required prior to the event. All fees must be paid immediately following the end of the event. Sponsored event organizers should make all checks payable to UM Music Department

Event sponsors should contact Jacob Snell in the Music Department at (662) 915-1382. A minimum notice of 21 days is necessary for all events. The Music Department cannot guarantee the availability of technical support if these deadlines are not met. Failure to comply with these deadlines may result in the cancellation of your event. The Music Department reserves the right to require technical support even if the User does not feel that it is necessary. All technical needs must be communicated to the Multimedia Specialist no later than 14 days prior to the event.

For the set up and removal of any needed equipment or furnishings that are not provided by the Music Department, the User must contact the Facilities Management Department. The User will be responsible for the costs of any such services.

The User must be extremely careful with the stage floor. There is absolutely no dancing allowed on the stage without arranging for proper covering for the stage floor.

Users of Nutt Auditorium will be required to purchase materials of any scenery or property items that are needed for productions. No musical instruments, stock pieces, costumes, or properties may be used without permission of the director of the Music Department.

The Music Department reserves the right to require that events held in Nutt Auditorium be ticketed by the UM Box Office.

The User will be responsible for any and all damages caused by the acts of the User, its employees, agents, patrons, guests and artists whether accidental or otherwise. The User will be billed for the cost of any damages.

UM Music holds no responsibilities over lost or stolen items. All items left unattended in Nutt may be disposed of the following day.

The User will be responsible for returning this facility to its original condition upon completion of the event. This includes removal of any props or equipment, cleanup of all trash and restoration of lights, rigging and any other equipment supplied by the Music Department. Failure to comply with this requirement will result in additional charges of at least \$50.00. These charges will be billed or charged to the account number provided in the original request.

All requests must include ample time before and after the actual event for any needed set up and take down. Users will not be granted access to the space prior to the designated start time and must caveat the space at the designated end time. These times are absolute and the User is expected to abide by these requirements.

All federal, state, and local laws will be enforced and must be abided by. All the rules and regulations stated in the M Book will also be followed when using this facility of the University of Mississippi campus.