Bell Center Room Descriptions, Policies, and Fee Structure

Mabee Performing Arts Hall

Description: Mainstage theatre with audience seating capacity of 541

Stage Size:
- 43 ft deep by 36 ft wide (inside shell)
- 43 ft deep by 65 ft wide (with shell open)
- 12 ft deep by 44 ft wide - downstage proscenium (with mainstage curtain closed)

Purpose: The Mabee Performing Arts Hall is available for speaking presentations, musical concerts, theatrical performances, and rehearsals. It is not to be used for weddings, funerals, as a movie theatre, or for those events determined to be athletic in nature.

Audio/Visual Equipment: A complete specification list is available upon request

Policies:

1. Space must be reserved through BELL CENTER FACILITY MANAGEMENT (Building Coordinator).
2. Music and theatre students are not permitted to reserve the Hall as a USER.
3. All use of lighting and sound equipment must be supervised by authorized and trained personnel.
4. No food or beverage is allowed in the Hall seating area.
5. All decorations must be approved by BELL CENTER FACILITY MANAGEMENT and supervised by authorized personnel.
6. All aisles, doorways and steps must remain clear at all times.
7. Doors must be locked and lights/media equipment turned off at the end of each use.
8. No one is permitted in the catwalk or sound and light booths without authorization.
9. An individual approved by the BELL CENTER FACILITY MANAGEMENT must be designated to act as a house manager for all publicly invited audience events.
10. Children under the age of 18 (with parental or authorized adult supervision) are welcome in the Mabee Performing Arts Hall.
11. All use of live animals for rehearsals and performances must be approved by the appropriate state or city organization governing animal rights and the Bell Center facility management.
12. Performance of copyrighted works must be in compliance with copyright law and all licensing agreements.
13. All photography and videotaping of rehearsals and performances must be in compliance with copyright law, and all licensing agreements, and approved by the appropriate division/department chair. BELL CENTER FACILITY MANAGEMENT must be informed at least five [5] days in advance of any photography or videotaping scheduled to take place during a performance.

14. All contracted agreements must be on file in the BELL CENTER FACILITY MANAGEMENT office.

**Green Room**

Description: Lounge area with couches and tables located in the hallway backstage of the Mabee Performing Arts Hall.

Seating: No more than 20 persons

Purpose: The Green Room is located in close proximity to dressing rooms and may be used by performers and speakers to relax, prepare, and visit (with appropriately authorized persons) before, after, or during an event.

Policies:

1. Use of the room cannot interfere with classes or other events taking place in the Bell Center facility.
2. All debris and other items must be cleared from the room at the conclusion of its use.
3. Light refreshment foods and beverages are allowed during performances.
4. Lights are to be turned off at conclusion of use.

**Make-up Room**

Description: A room just outside the dressing room area with mirrors and vanity-style counters for applying and changing make-up.

Purpose: Make-up room is available for performers and speakers to apply make-up and fix hair prior to an event, as well as for Department of Theatre students to learn make-up techniques in directed classes.
Policies:

1. Use of room must be supervised by Department of Theatre faculty or staff when being used by students.
2. Use of room cannot interfere with classes or other events taking place in the Bell Center facility.
3. All debris and other items must be cleared from the room at the end of each reservation event.
4. Door must be locked and lights turned off at the end of each use.

Dressing Rooms

Description: Two rooms (one for males and one for females) with restroom facilities located in the same area with make-up room and Green Room.

Purpose: Dressing rooms are available for performers and speakers to change clothing before, during, or after an event, as well as restroom facilities for USERS of the Mabee Performing Arts Hall.

Policies:

1. Use of room cannot interfere with classes or other events taking place in the Bell Center facility.
2. All debris and other items must be cleared from the room by the end of each use, or stored in lockers. Lockers may be assigned by BELL CENTER FACILITY MANAGEMENT if needed.
3. Lights are to be turned off at the conclusion of each use.

Jones Instrumental Music Hall

Description: Large rehearsal room located to the west of the Mabee Performing Arts Hall. Primarily to be used for the instrumental classroom and rehearsals by the Division of Fine Arts. It may be reserved by outside USERS if requested date is not in conflict with academic schedules.

Purpose: Instrumental classroom and rehearsals. In the event of a large cast or number of participants in a musical event to be held in the Mabee Performing Arts Hall, this room may be used as a warm-up and/or Green Room. May also be used as a meeting room if requested and approved.

Approximate Seating: 75 in orchestral set-up; 160 in lecture hall set-up

Audio/Visual Equipment: Available upon request
Policies:

1. Space—other than for academic use—must be reserved through the BELL CENTER FACILITY MANAGEMENT.
2. All rehearsal items must be returned to their appropriate storage locations at the end of use.
3. Food and beverages (i.e., box lunches, snacks, continental breakfast foods, coffee, bottled water) may be served within the specific confines of the Music Hall with prior approval of the BELL CENTER FACILITY MANAGEMENT. However, the room is not to be used for meal events that would require bringing food into the room from other building locations or carrying food/beverages through the hallways.
4. All debris and other items must be cleared from the room at the end of use.
5. Policies regarding children, live animals, photography and recording are the same as in the Mabee Performing Arts Hall.

McIntire Recital Hall

Description: Large rehearsal room located to the east of the Mabee Performing Arts Hall. Primarily to be used for the choral classroom and rehearsals by the Division of Fine Arts. It may be reserved by outside USERS for recitals (vocal and piano) if requested date not in conflict with academic schedules.

Purpose: Choral classroom and rehearsals. Also available for private student recitals, classes, speaking presentations, and meetings.

Approximate Seating: 65 chairs on choral risers. Additional chairs may be added for a total seating capacity of approximately 120.

Audio/Visual Equipment: Available on request

Policies: Same as for Jones Instrumental Music Hall

Snowbarger Fine Arts Classroom

Description: Classroom space containing work desks that seat approximately 48 students. Room may be divided with 24 students at desks on each side. Room may be used as meeting space with approximate seating capacity in lecture set up of 100.

Purpose: Classroom available for academic purposes. When not in conflict with academic needs, room may be used as meeting space with approval from BELL CENTER FACILITY
MANAGEMENT.

Policies: Same policies as Jones Instrumental Music Hall.

Grand Lobby

Description: Lobby area at front entrance of the Bell Cultural Events Center

Purpose: Grand Lobby is for the gathering of Guests before or after an event in the Mabee Performing Arts Hall. It may also be used for dinners, receptions and/or special gatherings when these events are not in conflict with other scheduled activities.

Approximate Capacity: 250 in audience type seating; 168 for reception/meal events with maximum of 21 round tables, 8 chairs per table.

Audio/Visual Equipment: Available upon request

Policies:
1. Space must be reserved through the BELL CENTER FACILITY MANAGEMENT.
2. Quantity and placement of tables, displays, decorations, and number of guests must be approved by BELL CENTER FACILITY MANAGEMENT.
3. All debris and other items must be cleared from the Lobby at the end of use or run of show.

Sunderland Theatre

Description: Black Box theatre with flexible seating capacity of approximately 50 to 75. Reserved through the BELL CENTER FACILITY MANAGEMENT in cooperation with the Department of Theatre.

Purpose: Theatre is available for classes, rehearsals, and small theatrical performances. With approval of the BELL CENTER FACILITY MANAGEMENT, in cooperation with the Department of Theatre coordinator, the theatre may be reserved by outside USERS.

Audio/Visual Equipment: Available on request

Policies:
1. Space must be reserved through the Department of Theatre coordinator in cooperation with the BELL CENTER FACILITY MANAGEMENT.
2. All use of lighting and sound equipment must be supervised by authorized
personnel.
3. Not to be used as a food venue. However, during times of rehearsals and theatrical performances, limited food and beverages may be served with appropriate supervision.
4. All decorations and alterations must be approved and supervised by the Department of Theatre coordinator or authorized personnel.
5. All aisles and doorways must remain clear at all times.
6. No one is permitted on the catwalks, sound or lighting areas except authorized personnel.
7. All other polices as written for other Bell Center venues apply to the Black Box.

Scene Shop

Description: Scene construction area containing equipment and materials necessary for scene design and construction.

Purpose: Available for scenic design courses and scene construction needs associated with Department of Theatre.

Policies:
1. Space is reserved for the Department of Theatre use only.
2. All student use of scene shop must be under the supervision of the Department of Theatre faculty or staff member.
3. Children under the age of 18 are not permitted in the scene shop except in the following cases:
   a. child is touring the facility under the direct supervision of a Bell Center facility staff member or faculty
   b. child is currently enrolled as an MNU undergraduate student.

Bell Center Resources:

Tables
- 8 – 8 foot rectangular
- 8 – 6 foot rectangular
- 26 – 5 foot rounds

Chairs
- 170 – Black orchestra/choir chairs
- 190 – Red general use chairs
- 75 – Beige classroom chairs
- 8 – Stage side-chairs w/arms
Music stands – 100
Standing choir risers – 7 sets
Fee Structure

Fees are for room use only and do not include additional support fees such as technical, Box Office, building management, house management, and so forth, when such support is applicable to the scheduled event.

The following fees may be negotiated or changed in consultation with the USER and management of Bell Cultural Events Center.

NOTE: An “Event” is defined as a 4 hour period of a day, for instance, 8:00a – 12:00noon; 1:00p – 5:00p; 6:00p – 10:00p. Support spaces refer to dressing rooms, green room, make-up rooms.

Mabee Performing Arts Hall

Music/theatre/conference meeting

<table>
<thead>
<tr>
<th>Type of Organization</th>
<th>Fees for Rehearsals/Setup/Strike</th>
<th>Fees for Performance/Meeting (includes use of lobby and support spaces)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Profit Organizations</td>
<td>$50.00 per hour</td>
<td>$100.00 per hour</td>
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<tr>
<td>Profit Organizations</td>
<td>$100.00 per hour</td>
<td>$200.00 per hour</td>
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</tbody>
</table>

Technical support:

<table>
<thead>
<tr>
<th>Type of Organization</th>
<th>Fees for Rehearsals/Setup/Strike</th>
<th>Fees for Performances</th>
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</thead>
<tbody>
<tr>
<td>Non-Profit Organizations</td>
<td>$30.00 per hour</td>
<td>$45.00 per hour</td>
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McIntire Recital Hall

Music/theatre events

<table>
<thead>
<tr>
<th>Type of Organization</th>
<th>Fees for Event (includes one dress rehearsal; additional rehearsal time - $15.00/hr.)</th>
<th>Fees for Event (room only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Profit Organizations</td>
<td>$60.00 per event</td>
<td>$120.00 per event</td>
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<tr>
<td>Profit Organizations</td>
<td>$30.00 additional for use of Lobby for reception</td>
<td></td>
</tr>
</tbody>
</table>

Meetings/conferences

<table>
<thead>
<tr>
<th>Type of Organization</th>
<th>Fees for Event (room only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Profit Organizations</td>
<td>$60.00 per event</td>
</tr>
<tr>
<td>Profit Organizations</td>
<td>$85.00 per event</td>
</tr>
</tbody>
</table>
Jones Instrumental Music Hall: Same as McIntire Recital Hall fees

Snowbarger Fine Arts Classroom (full room)

Non-Profit Organizations: $60.00 per event
Profit Organizations: $85.00 per event
Receptions: $60.00 per event

(If using only ½ of the room, the fee will also be ½ of above stated amount.)

Entire Building Usage (music, theatre, or meeting events)

Non-Profit Organizations: $1,600.00 per day; $800.00 per 4-hour period
Profit Organizations: $2,600.00 per day; $1,300.00 per 4-hour period

Grand Lobby

Reception event $85.00 per event
Dinner event $160.00 per event
Meeting event $85.00 per event

Gilmore Hospitality Room

Reception $75.00 per event
Dinner $110.00 per event
Meeting $60.00 per event

If using the room as a serving area for lobby food functions, the fee will be ½ of event type fee.

Exceptions to the above stated fee structure may be considered, in cooperation with the UNIVERSITY administration and Bell Center facility administration, on a case-by-case basis depending on the requested usage of the room and its availability.