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Policies and Procedures Manual

Bell Cultural Events Center Mission Statement:

Excellence in arts education and performance for the university and greater community

University Mission Statement:

A transformative university that nurtures Christlike community, pursues academic excellence, and cultivates a passion to serve.

University Vision Statement:

To impact the world for Jesus Christ through servant leaders recognized for their excellence, integrity, and spiritual vitality.

Notice of Non-Discrimination:

MidAmerica Nazarene University policy prohibits discrimination on the basis of race, gender, age, color, creed, national or ethnic origin, marital status, or disability in the recruitment and admission of students and in the operation of all university programs, activities, and services. Any concerns regarding discrimination on the basis of the categories listed above should be addressed to Dr. Mark Ford, university coordinator of Section 504 of the Rehabilitation Act of 1973 and Title IX of the Education Amendments of 1972, in the Academic Offices in Lunn Hall, (913) 971-3573.

Purpose:

The Bell Cultural Events Center is the Fine and Performing Arts Department educational and cultural facility for MidAmerica Nazarene University in Olathe, Kansas, and the regional community. All use of the facility must be compatible with the mission and goals of MidAmerica Nazarene University. As such, the UNIVERSITY, and its representative administration in the Bell Cultural Events Center, reserves the right to deny approval of facility use to any organization, individual, event or function if—in the judgment of the UNIVERSITY administration or BELL CENTER professional staff—such use would conflict in any way with the efforts of the UNIVERSITY and its stated polity and mission.

The Bell Cultural Events Center is made up of performance and rehearsal spaces (J.E. and L.E. Mabee Foundation Performing Arts Hall, Larry and Donna McIntire Recital Hall, Harold Jones Instrumental Music Hall), practice rooms (Dr. & Mrs. H. C. Halvorson Practice Complex), computer lab, piano lab (Kathy Smith Piano Lab), classrooms (Don and Judie Eby Music Theory Classroom, Dr. Marvin and Arlene Snowbarger Fine Arts Classroom), a Black Box theatre (Lester T. Sunderland Theatre), faculty studios and administrative offices (Merry
Clegg Office Complex), and common areas such as a formal lounge (Keith Gilmore Hospitality Room), the Grand Lobby, and hallways.

For the purposes of this document, MIDAMERICA NAZARENE UNIVERSITY will hereafter be referred to as the UNIVERSITY; Bell Cultural Events Center will be referred to as BELL CENTER; the client wishing to use the BELL CENTER for an event will be referred to as USER; and those who will be attending the various events will be referred to as GUESTS.

The Executive Advisory Committee (EAC) for the BELL CENTER, in cooperation with the president of MidAmerica Nazarene University, reserves the right to make changes and/or exceptions to these policies when deemed appropriate. Any such action to be taken will be given in writing to the respectively involved USERS.
Scheduling

Spaces Scheduled: Spaces scheduled for non-academic events, including recitals, receptions, and special community events, are approved by BELL CENTER MANAGEMENT. These spaces include: Mabee Performing Arts Hall, McIntire Recital Hall, Jones Instrumental Music Hall, Sunderland Theatre (Black Box) and the adjacent support spaces, the Gilmore Hospitality Room, and the Grand Lobby. Other classroom spaces will be scheduled by Bell Center Management in cooperation with the Department of Fine and Performing Arts academic class schedule.

Annual Usage: Because the usage of spaces scheduled by BELL CENTER MANAGEMENT will have a direct impact on the workload of BELL CENTER staff and its ability to provide support services to facilitate USERS, approvals for USER rental will be based on consideration of the work demands and the ability of the staff to serve each USER.

Scheduling Request Forms: BELL CENTER MANAGEMENT will supply a Room Reservation Request Form to be used by all persons scheduling an event for any BELL CENTER venue/room. Forms may be found on the BELL CENTER website. These forms must include exact dates and times of all events (including performances and rehearsals), load-in and strike times, support space needs, information on the production or event, and ticket prices (when applicable or using the BELL CENTER box office). If approved, the event will be included on the BELL CENTER calendar of events maintained in the BELL CENTER MANAGEMENT office. Approval will put into motion all other production services made available by the BELL CENTER staff.

Priority Groups and Deadlines: The following priority group order will be used as a guideline for scheduling space allocation. There are been REVISIONS in this information from the previous Policy Manuals. Scheduling deadlines reflect the UNIVERSITY fiscal year, not a calendar year. For instance:

A. Priority Groups I & II: March 15, current year, requests will be finalized for academic classes and performance events scheduled between August 15, current year, through August 14, following year.

B. Priority Groups III & IV: April 1, current year, event requests will be considered and finalized for August 15, current year, through August 14, following year, on a first-come-first-served basis and how they correspond to the BELL CENTER Purpose Statement.

No events will be officially scheduled (confirmed) for July 1, current year, through June 30, following year, before Priority Groups I and II reach their March 15 deadline for academic requirements. Deadlines have been established to protect each priority group.

Subdivisions within a numbered group do not affect the sponsor’s scheduling priority, but are distinctions used for other purposes, such as determining which sponsors must pay
certain fees. Scheduling requests received before or after a published deadline will be considered on a first-come, first-served basis.

**Priority Group I**
All academic classes scheduled through the Office of Academic Affairs; groups in which participation is part of an academic requirement; events scheduled by academic departments with specific academic emphasis.

**Priority Group II**
Events scheduled by the Office of the President, President’s Cabinet, Department of Fine and Performing Arts, Summer Conferences*.

**Priority Group III**
Events scheduled by UNIVERSITY organizations that are presenting events featuring UNIVERSITY and non-UNIVERSITY participants; Olathe College Church of the Nazarene

**Priority Group IV** (requests may be made throughout the year, but will be considered as “pending” events until the respective scheduling deadlines have past)
Non-UNIVERSITY affiliated groups

No events will be scheduled during UNIVERSITY holiday periods including Thanksgiving, Christmas, New Years, and Easter.

*Because of the unique nature of Summer Conference events; i.e., lodging on campus, food service, usage of other facilities in addition to Bell, scheduling of such conferences, as a cooperative effort with Bell Center Management and Summer Conference management, may take place as much as two years prior to the event.

**Late Scheduling:** Events requested outside the previously stated scheduling parameters will be considered on a first-come, first-served basis in consideration of the availability of the facility and in consultation with Bell Center Management and EAC.

**Cancellations and Postponements:** Public events scheduled in the BELL CENTER are widely promoted throughout the region. So as not to cause embarrassment for the UNIVERSITY and for the USER, cancellations should be avoided except as a last resort.

The Bell Center Executive Advisory Committee (EAC) reserves the right to cancel a performance or reservation in the event of utility interruptions, campus emergencies, threat of imminent danger, or acts of God. An event may also be canceled if it is determined that said event has outgrown the capacity of the BELL CENTER, either in audience size or general facility availability (i.e., parking), and therefore the safety of the
audience is jeopardized. In such instances, all reasonable attempts will be made to contact the USER, Department of Fine and Performing Arts chair and affected public, faculty, staff, and students.
USER Policies

Performing Arts Hall usage: The Mabee Performing Arts Hall shall NOT be used in the following manner—
1. As a movie theater
2. As a gymnasium, for athletic or athletic type events
3. For weddings or funerals

Private Lessons: Students enrolled in Applied Lessons for MNU academic credit and taught by MNU faculty and/or adjunct faculty for this purpose, may schedule those lessons in the Bell Center. The facility is otherwise not available for private lessons.

Functions/Events Allowed: See individual venue descriptions provided in this document for information regarding functions/events that will be allowed in each venue, room seating capacity, and technology provided.

Political Events: MNU is committed to the use of the BELL CENTER as a public/community resource. This commitment, from time to time, will include the use of the BELL CENTER for politically based events including visits by local, state, and national personalities from particular political parties and across the ideological political spectrum. Events may also include community forums on issues of local and national concern, i.e., healthcare, immigration, and the economy. Following are the established guidelines for such events:
1) Events of a primarily political nature must be approved by the UNIVERSITY president’s office and/or the UNIVERSITY cabinet
2) All meetings must be open to all who desire access
3) Provisions must be made for MNU students to attend, should they so desire and/or be asked by faculty to attend for educational purposes
4) It must be clearly communicated in any and all publicity for the event distributed by the USER or affiliates, and at the event itself, that MNU is not a sponsor or an endorser of a particular candidate, organization or message(s) given.

Contract Reviews: USERS must submit any artist’s contracts, riders, technical riders, and/or letters of agreement, along with event specifications to BELL CENTER MANAGEMENT for review and approval no later than four [4] weeks prior to the USER’s first day on-site, and before the contracts are signed. BELL CENTER MANAGEMENT reserves the right to require changes to these documents in order to ensure compliance with BELL CENTER and UNIVERSITY policies.

User Scheduling: USERS will be expected to follow the scheduling procedure previously stated in this document. All times and spaces, including support spaces, must be scheduled in advance and include clear function descriptions. This includes performances as well as: delivery, load-in and installation, equipment and material set-up, configuration, programming and cueing, rehearsals, production notes, maintenance, strike and cleanup,
and any other work for the event in the venue. All venue time scheduled is subject to rental fees per the agreement between **BELL CENTER MANAGEMENT** and the **USER**.

**Letter of Agreement:** A Letter of Agreement will be issued by **BELL CENTER MANAGEMENT** spelling out the agreement between the **USER** and the **BELL CENTER**. Confirmation of a scheduled event takes place upon receipt of a fully executed Letter of Agreement.

**Event Planning:** It is recommended that two [2] weeks prior to the **USER**’s first date on-site, the **USER** participate in a production meeting with the appropriate **BELL CENTER** production staff. These meetings will typically include the facility and technical management and are intended to cover event planning for technical production, house management, audience services, and other facility requirements as may be requested. A representative of the **USER** may participate in said meeting in the easiest, most convenient way possible.

**Non-Exclusive Use:** Rental of a venue (stage and seating area) guarantees use of that venue for the periods specified in the contract/agreement. Rental of a venue does not guarantee exclusive use of the **BELL CENTER**, nor does it guarantee exclusive use of the venue during periods not specified in the contract/agreement. The **UNIVERSITY** and **BELL CENTER MANAGEMENT** reserves the right to rent or use other spaces in the facility during the periods a given venue is in use. Every effort will be made to avoid programmatic conflicts with events scheduled.

**Piano tuning/usage/maintenance:** Pianos in **BELL CENTER** are inventoried equipment of the Department of Fine and Performing Arts. These instruments must be requested by the **USER** on the **BELL CENTER Room Reservation Form**. Assignment of specific instruments for each performance or event is at the sole discretion of **BELL CENTER MANAGEMENT** in consultation with the chair of the Department of Fine and Performing Arts and appropriate faculty. Assignments will be based on performance criteria, tuning and service requirements, and scheduling considerations.

**BELL CENTER MANAGEMENT** will provide tuning and any other necessary service, at the **USER**’s cost, for each public performance. **USER**S must communicate their piano requirements directly to **BELL CENTER MANAGEMENT**, preferably two [2] weeks prior to their event.

**USER**S are responsible for any piano provided for their use by **BELL CENTER**. **USER**S must protect the instrument from collision, abrasion, and any abuse.

A usage fee or deposit may be requested.
Backstage Support Spaces:

1. The Green Room, dressing rooms, and quick change rooms must be reserved by the Users at the time the original scheduling reservation is submitted. In the event multiple spaces are in use at the same time, Bell Center Management will assign support space based on the needs of the groups and will notify groups of their space allocations in advance of the event.

2. The Green Room may be used for occasional meetings, independent of performances, with the prior approval of Bell Center Management in cooperation with the MNU theatre classes.

3. Support space shall not be used as classrooms, except for instruction necessary to fulfill educational objectives (i.e., teaching makeup application).

4. Access to the stage and support areas of the venue is limited to authorized Bell Center staff and those authorized by the User. The User is responsible for knowing and giving access to those authorized to be in the backstage areas and hallways.

Animals: Other than those required for personal assistance (i.e., seeing-eye guide dogs or service animals), animals are not permitted in Bell Center facilities without written permission from Bell Center Management. Permission to bring an animal on-site will not be given under any circumstances where there is risk of injury to persons or damage to the facility.

Service animals are permitted in Bell Center facilities as provided by the Americans with Disabilities Act.

Access and Egress: Access and exit pathways and doors, both inside and outside the venue, must not be blocked or restricted. All security and fire doors must be kept closed. Should clear and continuous access through one of these doors be required, a door attendant must be present to provide access. If requested, a door attendant may be provided by Bell Center at the User’s expense.

Smoking/Tobacco: Smoking and tobacco are prohibited on the campus of MidAmerica Nazarene University.

Alcoholic Beverages: No alcoholic beverages will be allowed in the Bell Center facility or on the University campus.

Food/Beverages: No food or drink is allowed inside the Mabee Performing Arts Hall (audience seating area) or in the hallways, moving from room to room with the exception of bottled water.
**Temperature Control:** The temperature in the Performing Arts Hall will be no less than 65°F and no more than 75°F unless specific arrangements are made prior to a given event with BELL CENTER MANAGEMENT.

**Damage to Facility or Equipment:** The USER is responsible for the cost of repair and restoration of the venue and its equipment, including instruments, in the event of any damage caused by its event. The USER may be liable for additional damages if subsequent events are compromised due to damage from the USER’s event. No physical alterations to any BELL CENTER venues are permitted.

**Catered Events:** Catered meal events and receptions will be allowed only in the Grand Lobby and Gilmore Hospitality Room. Upon request and with prior approval of BELL CENTER MANAGEMENT, food, such as box lunches or continental breakfast foods, may be allowed in, if contained within, other BELL CENTER rooms. (See venue descriptions)

Pioneer College Caterers have exclusive first rights to cater any food event to be held in the BELL CENTER Grand Lobby and Gilmore Hospitality Room. Should they be unable to provide the service as requested, other caterers—with appropriate references—will be considered.

*No red beverages, or similar staining beverages,* may be served in any BELL CENTER facility venue.

**Signage:** Signs may only be placed in designated areas. No signs may ever be placed on wood surfaces or on doors and/or windows. BELL CENTER MANAGEMENT will provide stands upon request on which signs may be placed. These stands may be used throughout the facility.

Approved posters and signs about upcoming events may be used in the lobby area when displayed on an easel or within the approved sign stands. Bulletin boards are provided in the hallways as display areas.

Prior approval from the facility management must be attained for any exceptions to the above policy.

**Sunday Events:** BELL CENTER may be scheduled for Sunday events if time is set aside for a worship service and/or if the scheduled event does not interfere with other scheduled worship services at local churches. If the event is in and of itself a spiritual event (i.e., performance of the Messiah), it will not be considered in conflict with other Sunday worship services scheduled in local churches.
**User Production Requirements**

**Technical Needs and Support:** No later than four [4] weeks prior to the User’s first date on-site, all specifications of technical requirements for the event must be delivered to Bell Center Management for review by the technical director. Unless specific requests for additional equipment are included, the event will proceed with existing venue equipment. The User is ultimately responsible for ensuring that the needs specified in any performance agreements are provided.

The technical director and/or lighting director, in consultation with Bell Center Management, if not personally operating audio/visual technology, must give approval to any personnel using the audio/visual equipment. The Bell Center will work with the User to assure quality audio/visual technical support.

**Musical Instrument Usage:** A listing of musical instruments being requested for use by the User should be provided to Bell Center Management for approval by the Department of Fine and Performing Arts Instrumental Director no less than three [3] weeks prior to the reserved event. Approval will be given or denied in a timely fashion (within five [5] business days so other arrangements can be made by the User if necessary. A usage fee or deposit may be requested to cover instrument loss or damage.

**Appropriate Staffing:** Bell Center Management will work with the User to determine appropriate staffing for the event, based in part on requirements outlined in any technical rider or other specification for the event. At no time will staffing levels be reduced below those deemed safe by Bell Center Management for the operation of the venue and its equipment.

**Insurance:** A liability insurance policy must be submitted by the User to cover the premises, operations, and productions in Bell Cultural Events Center of MidAmerica Nazarene University. Said policy must be written by a company approved by the University and be on file with the University no less than seven [7] business days prior to event.

Coverage for public events shall contain at a minimum the following:
1. General Aggregate limit: $1,000,000
2. Products - completed operations: $1,000,000
3. Personal & Advertising Injury: $1,000,000
4. Each Occurrence, Bodily Injury & Property Damage: $1,000,000
5. Medical Expenses: $10,000

**Moving of the Back Wall:** No User will be allowed to move the main stage back wall without authorized personnel from the Bell Center facility staff being present to give specific directions.
Loading Access and Storage: Loading access to the facility will be determined for the event by the technical staff.

Delivery of material for the USER’s event will not be permitted prior to the USER’s contracted first date on-site without consent of BELL CENTER MANAGEMENT, and under no circumstances will any delivery be permitted to interfere with other use of the facility.

Material and equipment for the USER’s event must be removed by the end of the scheduled access specified in the facility contract/agreement. Packages may be left for pick up by a shipping contractor (i.e., UPS, FedEx) no later than the end of the following business day. The UNIVERSITY bears no responsibility or liability for the safekeeping of any goods left in its facilities. Any material left in a facility longer than 24 hours after the USER’s contracted last day on-site will be disposed of at the discretion of BELL CENTER MANAGEMENT. All costs of such disposal are the responsibility of the USER. The UNIVERSITY does not have storage space to accommodate the USER’s equipment, material, sets, props, wardrobe or any other supplies beyond the period under contract.

The UNIVERSITY bears no responsibility or liability for failure by the USER to coordinate delivery, storage, and removal of USER’s material and equipment.

On-Site Construction: On-site construction which creates dust, chips, smoke, spray or the like is not permitted on any BELL CENTER venue stage or in seating areas. Limited modification, touch up, and maintenance may be permitted with the direct supervision of facility technical staff. No work is permitted which might leave stains or other marks on the main stage of the Mabee Performing Arts Hall.

Fog and/or Haze Effects: Any use of fog and/or haze theatrical effects must first be approved by BELL CENTER MANAGEMENT. Use of these materials requires that the fire alarms be temporarily disabled. Only authorized BELL CENTER personnel can deactivate and re-activate the system.

Open Flame, Weapons, and Pyrotechnic Effects: Open flame, weapon, and pyrotechnic effects of any kind are not permitted. Exceptions may be made for theatrical effects with qualified supervision upon prior approval of BELL CENTER MANAGEMENT.

Possession or use of firearms, explosives, dangerous chemicals, or other dangerous weapons or instruments on UNIVERSITY-owned or controlled property is illegal. All weapon props must remain within the stage area or in designated storage areas.

Electrical Safety: Electrical wiring and safety codes (National Electrical Code) will be followed. At no time will the UNIVERSITY permit electrical work or installation which risks injury to staff or damage to facility and equipment.
Sound Safety: Sound levels exceeding accepted standards for safe hearing will not be permitted under any circumstances. Exceptions for theatrical or musical effects may be allowed, with appropriate audience notification posted, upon prior approval of Bell Center Management.

Photography, Recording, Radio, Television and Film: Bell Center Management must be notified in advance of photography or recording of any kind during a performance. If photography or recording is to be provided by Bell Center staff, the User must provide a release permitting such recording signed by the artist or artist’s management or copyright holder. Additional charges and restrictions may apply. No video recording of live theatrical events is allowed without written permission from the publisher.

Crowd Safety: The University, if requested, will provide the staffing of ushers for any event to assure safe crowd management. Under no circumstances will the User, its staff or performers be permitted to create or incite unsafe conditions for an audience in the Bell Center venue.

Box Office: Use of the Bell Center box office to sell tickets may be requested by the User for a fee to be determined by the User and Bell Center Management.

Show-Time: From 1 hour prior to curtain until the performance is over, it is preferable that a representative from the User’s organization remain in the lobby. If the Bell Center box office is used, the User will be asked to assist in handling any problems that may arise with tickets that were sold by the User, and with the distribution of complimentary tickets for the User’s patrons pre-show.

Right to Deny non-Curricular Bookings: The University and Bell Center Management shall be under no obligation to approve scheduling requests by extracurricular and outside User events when, in their judgment, the resources of the Bell Center staff and/or facilities themselves cannot satisfactorily accommodate the requested event.

Interruption or Termination of Event: Bell Center Management shall retain the right to cause the interruption or termination of any event when, in the sole judgment of Bell Center Management or MidAmerica Nazarene University Campus Police, such action is necessary in the interest of public safety, i.e., fire, weather concerns, campus lock-down, or similar such situations.

Event Promotion Guidelines: All Bell Center season events receive a base level of promotional support that includes, but is not limited to, the following:

- Programs
- Season brochure
- Website posting
- Monthly newsletter
On-campus posters
Flyers to all MNU faculty and staff
E-mail to all MNU faculty, staff, and students
Local media calendar listings

Other Services provided upon contractual agreement:

Front-of-house staff (House Manager, Box Office, ticket takers, and ushers)

Sound and lighting technical support by approved professional technicians and students (from the Department of Fine and Performing Arts and Theatre Department); but not including scenic design, construction or stage set-up for theatrical events unless specifically arranged with USER.
Sales and Promotion

The UNIVERSITY and BELL CENTER MANAGEMENT reserve the right to promote any and all events scheduled in the BELL CENTER via the UNIVERSITY website and various UNIVERSITY publications.

If, in a USER’s contract or rider, there are specific advertising and/or promotion requirements made by the USER, the UNIVERSITY and BELL CENTER promotional personnel will do everything in their power to meet said requirements.

Ticket Sales:

1. All revenue, over and above expenses and contractual obligations, from season event ticket sales remains with the BELL CENTER. If UNIVERSITY divisions/departments choose to present their own events, they are responsible to arrange with the box office the information for proper ticket sales. All revenue from ticket sales for these events will be deposited to the accounts of the respective department.

2. Every public audience event scheduled for the Mabee Performing Arts Hall and expecting 450 GUESTS or more, paid or unpaid, must be ticketed. Tickets are used to control access to an event and to prevent filling a venue past its allowed capacity. Event ticketing, paid or otherwise, may be arranged through the BELL CENTER box office, unless tickets are sold through an outside ticketing agency.

3. Ticket requirements for any event will be at the discretion of BELL CENTER MANAGEMENT.

4. Pre-sales or discount ticket offers are strongly encouraged throughout the MidAmerica Nazarene University community of staff, faculty, and students. Special efforts made to communicate with this audience can benefit your organization or event.

Complimentary Tickets:

1. Press, radio, and television representatives on work assignments shall be admitted free of charge to any public event that is staged in Mabee Performing Arts Hall. Only one ticket per press/media organization will be provided, unless prior arrangements are made with the box office manager. The name of the organization and the attending representative must be given to BELL CENTER MANAGEMENT one week in advance. Only the designated representative(s) will be allowed use of the ticket. Exceptions will be at the discretion of BELL CENTER MANAGEMENT.

2. For events ticketed through the BELL CENTER box office, two complimentary tickets to each performance will automatically be set aside for the use of the UNIVERSITY president to be distributed at the discretion of said president. The president will, at his/her
discretion, release all tickets he/she is reasonably certain will be unused at least one half hour before curtain time.

3. University Cabinet Members will receive two complimentary tickets each to MNU ticketed events. If said cabinet member chooses not to use their tickets, they may give them to others who may be bringing special guests; i.e., University Advancement. The box office will not assume responsibility of giving a cabinet member’s tickets to another entity or persons.

4. For Department of Fine and Performing Arts ticketed events, the following will receive two complimentary tickets to be used at their discretion: 1) University president; 2) University provost; 3) College of Liberal Arts and Sciences dean; 4) Department of Fine and Performing Arts chair; 5) University cabinet members.

5. USERS—including University musical ensemble directors--may provide additional complimentary tickets at their discretion by making arrangements directly with the BELL CENTER box office.

**House Seats (when seating is assigned):**

1. In addition to the above complimentary tickets, the BELL CENTER box office shall set aside a specified number of tickets as “house seats.” These seats cannot be released or sold without the expressed permission of BELL CENTER MANAGEMENT or House Manager. The primary purpose of the house seats is to rectify reservation errors and seating problems.

2. At the discretion of BELL CENTER MANAGEMENT, house seats may also be issued to VIPs and special guests in the event of sold out shows.

3. USERS are encouraged to set aside extra seats that they can release at their own discretion if sell-outs are anticipated.

4. Location of the house seats shall be determined by the House Manager in cooperation and consultation with BELL CENTER MANAGEMENT.
UNIVERSITY Policies

The UNIVERSITY is responsible for the maintenance and repair necessary to sustain the building and building systems including attached equipment, building related furnishings, and ADA upgrades such as roofs, floors, walls, HVAC, stage lifts, bathroom fixtures, installed floor coverings, water fountains, installed lighting, and ADA accessibility upgrades.

Performing Arts Hall usage: The Mabee Performing Arts Hall shall NOT be used in the following manner—
1. As a movie theater
2. As a gymnasium, for athletic or athletic type events
3. For weddings or funerals

Private Lessons: Students enrolled in Applied Lessons for MNU academic credit and taught by MNU faculty and/or adjunct faculty for this purpose, may schedule those lessons in the Bell Center. The facility is otherwise not available for private lessons.

Access and Security:

1. Keys—BELL CENTER MANAGEMENT shall maintain keys to performance spaces that may be issued for periods of short duration to production stage managers or other authorized individuals requiring access. UNIVERSITY Facility Services shall issue permanently assigned keys, including those assigned to faculty and staff.

2. Building Hours: During the days and weeks when MidAmerica Nazarene University is open for operation, the BELL CENTER will be opened Monday through Friday at 7:00 a.m. and closed at 11:00 p.m. The BELL CENTER will be closed during holidays and scheduled school closings except for specially made arrangements, each to be dealt with individually.

   a. Weekends—the BELL CENTER will be opened by Campus Safety or other campus personnel 30 minutes prior to a scheduled event—unless otherwise arranged with respective personnel—and closed no later than 11:00 p.m.

   b. Summer Hours—Monday through Friday hours will be 7:00 a.m. to 6:00 p.m. except when alternative arrangements have been made.

In the case of rehearsals and performances to which the general public is invited, but which are held during a “closed building” period, MNU personnel and/or Campus Safety will be on-site or available to occupants.

If, to facilitate curricular activity, a faculty member invites students to use BELL CENTER facilities beyond closing hours, a list of authorized students must be provided to BELL.
CENTER MANAGEMENT prior to use date. The building must remain locked to non-participating students.

Faculty and/or authorized students unlocking doors during closed hours must immediately lock doors after themselves. Doors may not be propped open. Also, the doors must be secured after exiting the building. Faculty members permitting such use of facilities assume full responsibility for supervision and actions of these students and compliance with rules as outlined in this statement.

3. Student Access during “Closed” Hours—Students who have been given permission to be in the BELL CENTER to facility academic requirements, such as needing access to the practice rooms, will been identified and their student identification cards programmed to give them access to the BELL CENTER via a card reader system—panels located at the east and west entrances to the building. The card reader will be activated at 7:00 a.m. and deactivated at 11:00 p.m., seven days a week.

BELL CENTER MANAGEMENT reserves the right, after consultation with appropriate division/department representatives, to refuse any and all such access if, in their opinion, policies are not being observed.

See “Bell Center Security Policies” for more specifics.

**Piano Use Policy:** Pianos are made available in the BELL CENTER to Department of Fine and Performing Arts students, and faculty in practice rooms, classrooms, and office studios in accordance with academic needs. UNIVERSITY undergraduate students currently enrolled in private music instruction through the Department of Fine and Performing Arts may gain access to pianos via practice rooms, which they are permitted to use during the semester(s) in which they are enrolled in UNIVERSITY private instruction.

The Department of Fine and Performing Arts faculty and staff using performance spaces are responsible for ensuring the pianos are handled with appropriate care, covered, locked, and returned to their appropriate storage locations at the end of use.

ALL other University personnel (students/faculty/staff) must request and schedule usage of any piano in a classroom or space in the BELL CENTER for rehearsal purposes. Practice rooms, unless in use, may be used for rehearsals, but not private lessons.
House Policies

Interpretation and implementation of the following house rules is the responsibility of the House Manager in cooperation with BELL CENTER MANAGEMENT when necessary. For further information refer to the House Management Policy Manual.

House Management: The position of House Manager is a volunteer position, unless filled by BELL CENTER staff personnel. USERS will be expected to provide their own House Manager. However, BELL CENTER MANAGEMENT reserves the right to supply the House Manager if it is deemed necessary. It is also expected that UNIVERSITY entities will be responsible for providing house management as per their event needs.

For BELL CENTER sponsored events, BELL CENTER MANAGEMENT will provide and supervise house management services.

Ushers/Ticket Takers/Greeters: BELL CENTER MANAGEMENT will maintain and manage a centralized listing of volunteers made up of students and community personnel to work the sponsored events. Volunteers are allowed to attend the event they are working free of charge. BELL CENTER MANAGEMENT may authorize an additional complimentary ticket to any event held in the Mabee Performing Arts Hall for its volunteers who have fulfilled their responsibilities for at least six events.

USERS and UNIVERSITY entities are expected to provide support personnel for their individual events.

Box Office Hours: BELL CENTER box office will be open 1 ½ hour prior to curtain for will call tickets and ticket purchases.

Security/Medical Personnel: Due to the increased awareness of security needs, BELL CENTER MANAGEMENT reserves the right to require additional security (Olathe Police) for any event and may require that all bags be subject to search by security upon entering the facility. Backpacks and carry-on size rolling suitcases are not permitted in the Mabee Performing Arts Hall for such public events.

BELL CENTER MANAGEMENT reserves the right to require that certified medical personnel (i.e., EMT) be available for any event.

There is an AED emergency defibrillator (a FirstSave Automatic External Defibrillator) available at the south entrance of the BELL CENTER lobby. Also, a First Aid kit is available in the BELL CENTER office. House management will be prepared to facilitate the use of these as well as call 911 in case of emergency.

Sound/Lighting Technicians: BELL CENTER will provide a sound technician and a lighting technician for main stage events held in the Mabee Performing Arts Hall. These
technicians will have final authority regarding the use of technical equipment even if working alongside personnel brought in by a User.

**Temperature Control:** The temperature in the Mabee Performing Arts Hall will be no less than 65°F and no more than 75°F unless specific arrangements are made prior to a given event with BELL CENTER MANAGEMENT.

**Lobby Opening:** Unless alternate arrangements are made in advance of the performance date, the lobby will open for GUEST access to the facility 1½ hours prior to the start time for a performance event.

**House Opening:** Unless alternate arrangements are made in advance, or there is an unforeseen delay in the beginning of the performance, on the performance date, the house will open for GUEST seating 30 minutes prior to an event. The house will not open prior to approval given by the technical staff and House Manager assigned to the event.

**Late Seating:** Late arriving GUESTS will be seated only at a seating interval determined in consultation with the artist or artist’s company manager.

**Cameras and Recording Devices:** Unless otherwise specified in writing by the User, cameras and recording equipment will not be permitted in the house seating of a venue during a performance. If an artist’s performance agreement prohibits photography and recording, only the artist’s management may authorize any change to this requirement. BELL CENTER MANAGEMENT reserves the right to confiscate equipment for the duration of the performance if necessary.

**Unruly or Objectionable Persons:** BELL CENTER MANAGEMENT reserves the right to have removed from its facilities any individual whose behavior is offensive or disruptive to other participants or whose actions are deemed detrimental to the safety and security of any person(s) or property.

**Children and Infants:** All children must be accompanied by parents or appropriate adult supervision. Children four [4] years of age and older will be expected to have a ticket. Children three [3] years of age or younger, if using an individual seat, will be expected to have a ticket. The BELL CENTER is not equipped for infant care, i.e., nursery facilities.

Any GUEST who is disruptive to other patrons will be asked to leave the Mabee Performing Arts Hall, accompanied by an adult if necessary.

**Service Animals:** Service animals are permitted in all BELL CENTER facilities as a reasonable accommodation per the Americans with Disabilities Act. Seating for GUESTS requiring assistance from service animals will be made available in wheelchair accessible seating areas of the Mabee Performing Arts Hall, and in seats immediately adjacent to aisles or front rows on cross-over aisles.
**Catered Events:** Catered meal events and receptions will be allowed *only* in the Grand Lobby and the Gilmore Hospitality Room of BELL CENTER. Upon request and with prior approval of the BELL CENTER MANAGEMENT, food, such as box lunches or continental breakfast foods, may be allowed in, if contained within, meeting rooms. (See venue descriptions)

Pioneer College Caterers have exclusive first rights to cater any food event to be held in the BELL CENTER Grand Lobby and Gilmore Hospitality Room. Should they be unable to provide the services requested, other caterers—with appropriate references—will be considered.

**Concessions:** The sale of refreshments at any event shall be determined by the UNIVERSITY and BELL CENTER MANAGEMENT. Request for such refreshments should be made to BELL CENTER MANAGEMENT no later than three [3] weeks prior to any event.

**Sales & Displays:** With prior approval from the BELL CENTER EAC, guest artists and conference clients may sell their materials in the assigned areas of the facility. Appropriate displays may be used in the facility by campus groups as well as conference clients and guests upon request and approval of BELL CENTER MANAGEMENT.
General Policies

Sunday Events: BELL CENTER may be scheduled for Sunday events if time is set aside for a worship service and/or if the scheduled event does not interfere with other scheduled worship services at local churches. If the event is in and of itself a spiritual event (i.e., performance of the Messiah), it will not be considered in conflict with other Sunday worship services scheduled in local churches.

Weddings/Funerals: The Mabee Performing Arts Hall is not to be used for weddings or funerals.

Movies: The Mabee Performing Arts Hall is not to be used as a movie theatre.

Athletics: The Mabee Performing Arts Hall is not to be used for athletic events.

Private Lessons: No private student lessons may be taught by any individuals—University personnel or non-University personnel or students—using Bell Center facilities.

Smoking/Tobacco: Smoking and tobacco are prohibited on the campus of MidAmerica Nazarene University.

Food and beverages: No food or drink is allowed inside the Performing Arts Hall (audience area) with the exception of bottled water.

Alcoholic beverages: No alcoholic beverages will be allowed in BELL CENTER or on the UNIVERSITY campus.

Lost and Found: Found items will be held in the BELL CENTER administrative offices for a reasonable amount of time. If not reclaimed, items will be disposed of in an appropriate manner.

Bicycles, skateboards, skates, and scooters: No riding/use of bicycles, skateboards, skates or scooters—with the exception of mobility vehicles for the physically impaired—are allowed inside the BELL CENTER and are prohibited around the outside of the building during event times.

Paging/Mobile Phones: All GUESTS will be asked by BELL CENTER MANAGEMENT and its representative to turn off any paging devices or mobile phones during events it is deemed inappropriate to access or be interrupted by said devices.
Emergency Procedures

In case of tornado – Upon determination of imminent danger by Bell Center Management, all building occupants will be directed to orderly file into the building hallways and selected interior rooms.

In case of fire – Occupants will be immediately notified by Bell Center Management to exit the building at the nearest exit point into the parking lots and surrounding campus areas determined to be at a safe distance away from danger.

In case of threat to guests/users due to weather or terrorist activity – If it is determined by Bell Center Management, in cooperation with the appropriate civil authorities, that there is danger due to extreme weather conditions (snow, ice, rain with possible flooding conditions) or threat of terrorist or criminal activities that may affect attendees of a performance or event being held in the Bell Center, such performance or event may be terminated by Bell Center Management in order to allow attendees to safely return to their homes or places of residence.
Room Descriptions and Policies

Mabee Performing Arts Hall

Description: Main stage 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 main stage 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
2. All use of lighting and sound equipment must be supervised by authorized and trained personnel.
3. No food or beverage is allowed in the Hall seating area, with the exception of bottled water.
4. All decorations must be approved by BELL CENTER MANAGEMENT and supervised by authorized personnel.
5. All aisles, doorways and steps must remain clear at all times.
6. Doors must be locked and lights/media equipment turned off at the end of each use.
7. No one is permitted in the catwalk or sound and light booths without authorization.
8. An individual approved by BELL CENTER MANAGEMENT must be designated to act as a House Manager for all publicly invited audience events.
9. Children under the age of 18 (with parental or authorized adult supervision) are welcome in the Mabee Performing Arts Hall.
10. All use of live animals for rehearsals and performances must be approved by the appropriate state or city organization governing animal rights and BELL CENTER MANAGEMENT.
11. Performance of copyrighted works must be in compliance with copyright law and all licensing agreements.
12. 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 MANAGEMENT must be informed at least five [5] days in advance of any photography or videotaping scheduled to take place during a performance.
13. All contracted agreements must be on file in BELL CENTER MANAGEMENT office.
14. Mabee Hall is **not** to be used for weddings, funerals, athletic events, or as a movie theatre (see General Policies)

**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, on a limited basis, for dinners, receptions and/or special gatherings when these events are not in conflict with other scheduled activities.

Approximate Capacity: 200-250 in audience type seating; 168 for reception/meal events with maximum of 21 round tables, 8 chairs per table; standing room 300 to 350.

Audio/Visual Equipment: Available upon request

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

**Gilmore Hospitality Room**

Dimensions: 25' deep x 32' wide

Description: A formal lounge area located off the Grand Lobby to the left of the south entrance

Purpose: The Gilmore Hospitality Room is a formal social reception and executive meeting room located off the Grand Lobby in the BELL CENTER, and is intended to provide a more formal atmosphere for social receptions, select meal functions, executive meetings, and cultural events.

Approximate Capacity: 75 to 100 for a standing reception; 40 for dinner event (maximum of 5 – 5' round tables with 8 chairs at each); 20 to 26 for meeting with conference table set up

Audio/Visual Equipment: Public access to audio/visual equipment

Policies:
1. Supervised and scheduled through BELL CENTER MANAGEMENT
2. MNU President’s office and President’s Cabinet given priority in scheduling
scheduling events consistent with the room’s purpose.
3. Not intended to be used as--
   a. regular classroom space
   b. university office or departmental conference room
   c. office space (unless part of a larger BELL CENTER event)
   d. furniture and supply storage area
4. Lights and audio/visual equipment to be turned off at conclusion of event

**Jones Instrumental Music Hall**

Dimensions: 35' deep x 50' wide

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 Department of Fine and Performing 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 BELL CENTER 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 BELL CENTER 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.
6. Lights and audio/visual equipment to be turned off at conclusion of event
McIntire Recital Hall

Dimensions: 32’ deep x 46’ wide

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 Department of Fine and Performing Arts. It may be reserved by outside USERS for recitals (vocal and piano) if requested date is 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

Dimensions: 29’ deep by 42’ wide full room
29’ deep by 22’ wide south side of room when divided
29’ deep by 20’ wide north side of room when divided

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 without desks.

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 MANAGEMENT.

Policies: Same policies as Jones Instrumental Music Hall.

Eby Music Theory Classroom

Dimensions: 20’ deep x 27’ wide

Description: Classroom space containing work desks that seat approximately 18 students. Room may be used as meeting space with approximate seating capacity in lecture set up of 30 without desks.
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 MANAGEMENT.

Policies: Same policies as Jones Instrumental Music Hall.

**Sunderland Theatre**

Dimensions: 31' deep x 38' wide

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

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

Audio/Visual Equipment: Available on request

Policies:
1. Space must be reserved through BELL CENTER MANAGEMENT in cooperation with the Department of Fine and Performing Arts.
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 BELL CENTER MANAGEMENT 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.
8. Lights and audio/visual equipment to be turned off at conclusion of event

**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 Bell Center.
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 theatre students to learn make-up techniques in directed classes.

Policies:
1. Use of room must be supervised by theatre faculty or staff when being used by students.
2. Use of room cannot interfere with classes or other events taking place in Bell Center.
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 Bell Center.
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 Management if needed.
3. Lights are to be turned off at the conclusion of each use.
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 theatre classes.

Policies:
1. Space is reserved for theatre use; limited USER availability if arranged with BELL CENTER MANAGEMENT.
2. All student use of scene shop must be under the supervision of the 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 staff member or faculty
   b. child is currently enrolled as an MNU undergraduate student.
Bell Center Resources:

Tables
12 – 8 foot rectangular
8 – 6 foot rectangular
28 – 5 foot rounds

Chairs
160 – Black orchestra/choir chairs
180 – Red general use chairs
72 – Beige classroom chairs
15 – Stage side-chairs w/arms

Music stands – 80 black; 39 red/blue
Standing choir risers – 7 sets

Performance pianos:
Steinway 9’ concert grand
Bosendorfer 9’ concert grand
Grotrian 7.2’ grand
Yamaha 7’ grand
Fee Structure

Mabee Performing Arts Hall

Music/theatre/conference meeting

Non-Profit Organizations: $85.00 per hour for set-up/rehearsals/strike
$135.00 per hour for performance/meeting
(Includes use of lobby and support spaces, i.e., dressing rooms/green room and 1 additional ‘green room’ space if needed. “Performance” hours consist of when doors open [usually ½ hour before curtain] and ½ hour following curtain call.

Profit Organizations: $175.00 per hour for set-up/rehearsals/strike
$300.00 per hour for performance/meeting
(Includes same as above. For “meetings” charge begins when doors open to audience and ½ hour following end of event.)

MNU Hosted/Sponsored: $40.00 per hour for rehearsals/setup/strike
$75.00 per hour for performance/meeting

Technical support: Actual expense will be billed depending on technicians used and extent of technology required – approximate cost between $25.00-$60.00/hr

Gilmore Hospitality Room

Reception $125.00 per event*

Dinner $175.00 per event*

Meeting $100.00 per event*

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

<table>
<thead>
<tr>
<th>Event Type</th>
<th>Fee (Per Event*)</th>
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<tbody>
<tr>
<td>Reception event</td>
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<tr>
<td>Dinner event</td>
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<tr>
<td>Meeting event</td>
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### McIntire Recital Hall

#### Music/theatre events

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<thead>
<tr>
<th>Organization Type</th>
<th>Fee (Per Event*)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Profit Organizations</td>
<td>$60.00</td>
</tr>
<tr>
<td>Profit Organizations</td>
<td>$130.00</td>
</tr>
</tbody>
</table>

- Non-Profit Organizations:
  - $60.00 per event* (i.e., student recital; includes one dress rehearsal; additional rehearsal time - $15.00/hr.)
  - $30.00 additional if Lobby used for reception

### Meetings/conferences

<table>
<thead>
<tr>
<th>Organization Type</th>
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</thead>
<tbody>
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<td>Non-Profit Organizations</td>
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<tr>
<td>Profit Organizations</td>
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</tbody>
</table>

#### Jones Instrumental Music Hall:

Same as McIntire Recital Hall fees

### Eby Music Theory Classroom

<table>
<thead>
<tr>
<th>Organization Type</th>
<th>Fee (Per Event*)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Profit Organizations</td>
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<tr>
<td>Profit Organizations</td>
<td>$100.00</td>
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<tr>
<td>Receptions</td>
<td>$75.00</td>
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</table>

### Snowbarger Fine Arts Classroom (full room)

<table>
<thead>
<tr>
<th>Organization Type</th>
<th>Fee (Per Event*)</th>
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<tr>
<td>Profit Organizations</td>
<td>$100.00</td>
</tr>
<tr>
<td>Receptions</td>
<td>$75.00</td>
</tr>
</tbody>
</table>
(If using only ½ of the room, the fee will also be ½ of above stated amount.)

**Sunderland Theatre** (black box theatre w/dressing room access)

- **Non-Profit Organizations:** $85.00 per event*
  - $20.00/hr for each additional hour used
- **Profit Organizations:** $120.00 per event*

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

- **Non-Profit Organizations:** $2,000.00 per day; $700.00 per 4-hour period
- **Profit Organizations:** $3,500.00 per day; $1,200.00 per 4-hour period

*NOTE: An “event” [noted with an asterisk] 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.
Additional Support Fees

1. Technicians for the BELL CENTER are hired professionals and/or students. Their fees (hourly payment) will be added to the above building rental fees—charged without discount.

2. A per event day fee of $150.00 will be added to the estimate for MNU Facility Services building maintenance expense as applicable—charged without discount.

3. A per day fee for BELL CENTER MANAGEMENT presence will be added/negotiated based on the nature of the event—no less than $150.00; no more than $250.00—charged without discount.

4. If the BELL CENTER box office services are used, an additional fee will be negotiated with the User depending on the desired use of the box office, i.e., print tickets, print and sell tickets, open box office for event, and so forth.

5. MNU students requesting use of the BELL CENTER not class related will be asked to pay a fee equivalent to half of the stated User fee.

The additional support fees apply to guest USERS as well as UNIVERSITY events. Fees related to the use of instruments (pianos, percussion instruments, etc.) will be clearly identified in a cost estimate prior to the event.

Exceptions to the above stated fee structure—negotiated amounts—may be considered, in cooperation with the UNIVERSITY administration and BELL CENTER MANAGEMENT, on a case-by-case basis depending on the requested usage of the room and its availability.