

Department of Theatre Arts and Dance

Facility Use Policy

Effective: September 2009; Revised August 2015

Reason for Policy

The purpose of this policy is to maximize appropriate use and safety of University of Minnesota facilities managed by the Department of Theatre Arts and Dance including rooms and spaces located in Rarig Center and Barbara Barker Center for Dance. Policies governing use of the Minnesota Centennial Showboat may be obtained by contacting the Production Manager. Central University policy takes precedence if discrepancies exist within this policy.

Policy Statement

Building Hours

The Rarig Center and Barbara Barker Center for Dance are open during regular fall and spring terms while classes are in session as follows:

Rarig Center:

Public Hours:

Monday – Saturday 7am – 10pm

Sunday 9am – 10pm

University Hours (UCard access only):

Monday – Saturday 10pm – 11:30pm

Sunday 7am-9am and 10pm – 11:30pm

Barbara Barker Center for Dance:

Public Hours:

Monday – Friday 7 a.m. – 8 p.m.

University Hours (UCard access only):

Monday – Friday 8 p.m. – 11p.m.

Saturday/Sunday: 7 a.m. – 11 p.m.

Hours may vary during finals weeks, winter, spring and summer breaks, and University Holidays. Hours are posted internally in the Rarig and Barker Centers and are communicated in advance via official department email listservs.

Facility Use Overview

Spaces in the Rarig Center and Barbara Barker Center for Dance may be used as laboratory spaces by current Department of Theatre Arts and Dance students and employees who carry out research as a requirement of their coursework, curricular or department activities, or employment with the University. Official departmental activities always take priority and may override other facility reservations with no prior notice. Use must occur within open building hours and all reservations must end by building close, except for faculty, staff, and graduate students who have been granted restricted access. To guarantee the availability of space, all usage must be reserved and appear in the online ASTRA scheduling system.

This documentation of facility use not only provides a system to schedule and use facility resources, it serves to provide evidence of the high facility demand experienced in Theatre Arts and Dance facilities.

Facility use for directly related departmental activities takes priority over all other use types. Requests for space by non-Department or non-University entities are approved by the Production Manager (Rarig) or Dance Program Director (Barker) on a case-by-case basis. A non-University entity is one not covered by University insurance, that is, an entity that is not a current student, current employee, or an organization of the University. A non-University organization of which a current student or current employee is a leader or member of is considered a non-University entity. See policy links at the end of this document.

Due to limited facilities, requests from non-Department or non-University entities may or may not be considered.

Reservation Priority

The Department of Theatre Arts and Dance is committed to the University of Minnesota's three-fold mission of research and discovery, teaching and learning, and outreach and public service. This mission informs the space reservation priority hierarchy.

Rarig Center and Barker Center (this applies to both Theatre Arts and Dance) reservation priority during regular fall and spring terms while classes are in session:

1. Required TH and DNCE courses
2. Elective TH and DNCE courses
3. Department project rehearsals and workshops (e.g., mentoring, workshops, master classes)
4. Official departmental events or activities as determined by the Production Manager.
5. Theatre Arts and Dance major student research
(2 hrs/day, 6 hrs/week max)
6. Theatre Arts and Dance Regular Tenured/Tenure-Track Faculty and Term Faculty
(3 hrs/day; 9 hrs/week max)
7. Affiliate faculty (Teaching Specialists and Lecturers) professional development
(2 hrs/day, 4 hrs/wk max)
8. Non-major students do not have permission to use Rarig Center or Barker Center without expressed permission from the Production Manager (Rarig) or Dance Program Director (Barker). If approved, No more than three working days (Excludes Saturdays, Sundays, Holidays) and 2 hours/day; 4 hours per week max)
9. Requests from non-Department and non-University entities are approved by the Production Manager (Rarig) or Dance Program Director (Barker) on a case-by-case basis; this includes facility rentals. If approved, no more than three working days (Excludes Saturdays, Sundays, Holidays) and 2 hours/day; 4 hours per week max)

During the academic year when classes are in session - students may request space up to 8 weeks in advance; faculty may request space up to 6 weeks in advance.

For space reservation during breaks, space may be requested as far in advance as possible.

****Reservation priorities for use of University building space is governed by the policy "Using and Leasing University Real Estate (Permissible Uses and Scheduling Priority). See policy link.***

Rarig and Barker Center reservation priority during finals weeks, winter, spring, and summer breaks and University holidays are considered on a case-by-case basis and are determined at the discretion of the Production Manager or Dance Program Director in coordination with the Department Chair.

Additional conditions:

- You must be able to provide the ASTRA confirmation. Without it you will be asked and expected **to exit the facility.**
- Courses, departmental rehearsals and official events and activities are scheduled by the start of each term and ongoing as arranged. Ongoing requests from or on behalf of Program Heads and Directors receive response within two working days.
- If the request for space is within less than 24 hours contact the building scheduler directly to make the request.

General Space Rules

These rules apply to activities within Rarig Center and Barker Center:

- You must print and carry the ASTRA confirmation email when using a space, or be able to present it electronically, using a smart device, for example. Without it you will be asked and expected to exit the facility.
- Capacity may not exceed that which is listed on ASTRA.
- No smoking, eating, or drinking (water okay).
- No street or hard-soled shoes in dance studios.
- Return furniture and equipment to original configuration.
- Turn off lights and equipment and close and lock doors (if possible) when leaving a room.
- Use of departmental musical instruments must be pre-approved by the building scheduler, Musician Coordinator, Production Manager or Dance Program Director.
- Misuse of room fixtures and supportive equipment (e.g., mirror, first aid kit, curtain, ballet barre) is prohibited.
- Immediately report any maintenance or custodial problems to the building supervisor (see contacts below.)
- Private, income-generating, non-University instruction is prohibited.
- Violation of this policy will limit or prohibit space use privileges.

Performance and Event Space Rules

These rules apply to performance spaces within Rarig and Barker Centers:

- Performance spaces are limited to Studio 100 in Barker Center, and Rooms 90, 185, 190, and 210 in the Rarig Center, unless otherwise expressly permitted by the Production Manager.
- If the performance or event requires technical resources, the user or renter is responsible to arrange and pay for any and all technical staffing costs, arranged through the Production Manager. Technical and any staff support may only be available if arranged in advance; without advanced notice, staff support will not be available.
- If the performance or event will have an audience, the user or renter is responsible to arrange and pay for any and all house management staffing costs, arranged through the Production Manager. The Department Safety Officer must also be consulted.
- If event admission is charged or donation suggested, it must be approved by the Production Manager.
- Use of University facilities by a non-University entity requires a license agreement and liability insurance. A non-University entity is one not covered by University insurance, that is, an entity that is not a current student, current employee, or an organization of the University. A non-University organization of which a current student or current employee is a leader or member of is considered a non-University entity. See policy links at the end of this document

Building Keys

Full time employees (75% or above) are issued building keys to provide access to (1) the main office, (2) the individual's office, and (3) external door via card reader access, 24/7/365. Keys may be issued on a case-by-case basis as managed by the Department Access Coordinator under the authority of the Department Access Coordinator (Rarig) and Barker Center Technical Coordinator (Barker).

Postings

Students are encouraged to use designated posting boards in both the Rarig and Barker Centers. Departmental posting boards require approval at 111 Barker Center or 110 Rarig Center, and are removed after two weeks. Posting on surfaces other than posting boards is prohibited.

Security Monitors

University of Minnesota Police Department Security Monitors patrol Rarig and Barker Centers during closed evening and weekend hours. Individuals found in a space who cannot produce a paper or electronic copy of the ASTRA confirmation email will be asked and expected to exit the facility. Individuals found in a closed building who cannot produce an active and current U Card or appropriate ASTRA confirmation email will be asked and expected to exit the building.

Space Restrictions

Use of restrooms, elevators and enclosed stairwells for rehearsal and performance is prohibited. Use of space during closed hours is prohibited except by those who hold an active and current U Card or appropriate ASTRA confirmation

email. Violations of this policy or damage to University property may result in revocation of space use privileges, appropriate application of student code of conduct or criminal prosecution

Facility Rentals

Use by a non-University entity requires a rental agreement per University policy. A non-University entity is one not covered by University insurance, that is, an entity that is not a current student, current employee, or an organization of the University. A non-University organization of which a current student or current employee is a leader or member of is considered a non-University entity. See policy links at the end of this document.

Rental Time Table

Preference is given to rentals that are arranged at least two months in advance. Technical and staff support may only be available if arranged in advance; without advanced notice, staff support will not be available.

Rental Fee Structure

Rarig Center and Barker Center Rental Rates			
Space	Public*	Faculty/Staff*	Performances/Tech*
BBCD Studio 100	\$25	\$20	\$45 *NO DISCOUNTS*
BBCD Studio 200	\$20	\$15	N/A
BBCD Studio 300	\$20	\$15	N/A
BBCD Rm 301	\$20	\$15	N/A
Whiting Proscenium	\$25	\$20	\$45 *NO DISCOUNTS*
Stoll Thrust	\$25	\$20	\$45 *NO DISCOUNTS*
Kilburn Arena	\$25	\$20	\$45 *NO DISCOUNTS*
Experimental	\$25	\$20	\$45 *NO DISCOUNTS*
Rarig Rehearsal Rooms	\$20	\$15	N/A
All Rates are Hourly (1 hour minimum)			
LABOR**			
House Manager	\$16.20 / hr (4 hr minimum)		
Lighting Technician	\$16.20 /hr		
Audio Technician	\$16.20 /hr		
Stage Technician	\$16.20 /hr		
Building Monitor	\$16.20 /hr		

***These are the minimum rates allowed by policy, no reduced rates or exceptions are allowed for any circumstances. See Policy – “Using and Leasing University Real Estate”**

****Labor rates include salary and fringe.**

Procedure

1. A potential renter inquires and is directed to consult with the Production Manager.
2. The Production Manager evaluates the request, checks that the space is available, then collects the completed Rental Request form from the prospective renter
3. The Production Manager brings the information to the Production Supervisory Team for review and recommendations.
4. Based on consensus from the Production Supervisory Team and approval from the Production Manager, the renter receives preliminary approval.
5. Final approval of facility use in the Barker Center is held by the Dance Program Director.
6. In consultation with the Production Supervisory Team, the Production Manager generates a quote to submit to the renter for approval; the renter returns the signed quote.
7. The Production Manager generates a license agreement to submit to the renter for approval; the renter returns the signed license agreement and submits appropriate insurance and permit documentation.
8. The Production Supervisory Team arranges appropriate staff for the rental activities.
9. The rental is carried out.
10. The Production Manager submits the signed license agreement to the Financial Team to generate an invoice which is sent to the renter and paid by the renter.
11. The final documents are filed in the Department and forwarded to the Real Estate Office.

Use and Lease of University Real Estate

Per University of MN policy, "Outside Consulting and Other Commitments", the following restrictions apply to use of University property (offices and buildings) for outside commitments:

Restrictions

The following restrictions apply to University employee participation in outside commitments. University employees:

- may not use University personnel or students, equipment or services for outside commitments in a way that materially depletes University resources without prior approval and payment of a reasonable fee to the University. Prior approval and agreement for payment terms must be obtained from the employee's unit head and dean.
- may not use the University name, marks, or logos for advertising purposes.
- **may not use the official stationery of the University or give as a consulting business address any University building or department name when participating in outside commitments.**
- may identify their University employee status when rendering service to an organization outside the University, but may not speak, act, or make representations on behalf of the University, nor may they express institutional endorsement in relation to the outside activity.

This means that if you own a personal company you may not use a University of Minnesota address as your company's US mail address. You may not use your office space to conduct non-University of Minnesota business. You may not use the University of Minnesota logo on your personal company letterhead, stationery, etc. You may include your company name in your email signature, however your University of Minnesota title and information must be indicated first and you cannot include a link to your company website in the University of Minnesota official email signature.

ASTRA Scheduling

<http://www.classroom.umn.edu/astra/>

Contacts

Subject	Contact	Office Phone	Email
Production Manager	Anthony Courtright	612-625-3872	Court056@umn.edu
Rarig Building Manager, Department Access Coordinator	Christine Swartwout	612-625-6819	Swart073@umn.edu
Barker Building Manager, Department Access Coordinator	TBD		
Barker Building Scheduler and Dance Program Associate	Andrea Reynolds	612-626-7323	areynold@umn.edu
Rarig Center Theatre Arts Program Assoc	Rhianne Jones	612-625-6999	rmjones@umn.edu
Department Administrator	Millie Reid	612-624-1581	Volkm003@umn.edu
Dance Program Director	Diyah Larasati	612-626-2280	Laras001@umn.edu
Department Chair	Marcus Dilliard	612-625-6799	mfdilliard@umn.edu

Relevant Policies:

- Board of Regents Policy on Campus and Facility Usage
http://www1.umn.edu/regents/policies/administrative/Campus_and_Facility_Usage.pdf
- Facility Use Agreement: University as Landlord
<http://www.ogc1.umn.edu/stellent/groups/ogc/documents/contract/OGC-SC626W.doc>
- Use and Lease of University Real Estate by Non-University Entities
http://www.policy.umn.edu/Policies/Operations/RealEstate/REALESTATE_PROC01.html
- Use of University Real Estate for Co-Sponsored Events
http://www.policy.umn.edu/Policies/Operations/RealEstate/REALESTATE_APPA.html
- Using and Leasing University Real Estate (Permissible Uses and Scheduling Priority)
http://www.policy.umn.edu/Policies/Operations/RealEstate/REALESTATE_APPB.html
- Outside Consulting and Other Commitments
<http://policy.umn.edu/operations/outsideconsulting>