

GUIDELINES FOR THE USE OF THE RIDGES AUDITORIUM BY UNIVERSITY/NON-UNIVERSITY GROUPS

Requests for the use of the Ridges Auditorium by university/non-university groups will be subject to the following guidelines:

1. **The facilities will be available only when not needed by the College of Fine Arts.**
2. **A formal contractual agreement must be completed and signed.** Please note the following:
 - a) Requests for regular, recurring, weekly use cannot be honored.
 - b) Requests will be accepted no earlier than **eight** weeks prior to the event (some exclusions may apply).
 - c) All “holds” placed before contractual agreement is received will only be honored for three weeks. After this time, the hold will be removed so others can have access to the Auditorium.
 - d) Due to the nature/liability of event, there will be no New Year’s Eve requests honored. **NO EXCEPTIONS!**
3. **Charges for the use of the Ridges Auditorium will be \$300.00 per day (other than instructional/curricula use by the College of Fine Arts).** Checks are to be made payable to the College of Fine Arts and paid 24 hours **prior** to use.
4. **It is the user’s responsibility to obtain the keys from the College of Fine Arts to gain access to the Auditorium.** Keys can be picked up by the user as early as 3:00 p.m. the day before the event is to take place in the College of Fine Arts Dean's Office in Jennings House. **You do not have permission to access the Auditorium any earlier than the actual date(s) of your reservation.** It is the legal responsibility of the user to secure the Ridges Auditorium after the scheduled event and return the keys by noon the day following its use. Should the usage fall on a weekend, the keys would be due on Monday by noon. Failure to return them will result in the user being charged an additional \$300.00 fee for each day they are late in returning the keys.
5. **Ohio University assumes no responsibility for special equipment or personal items placed in the Ridges Auditorium by the user.** Required security and insurance coverage for same is the responsibility of the user.
6. **Securing assistance in using special equipment located in the Auditorium--sound, lighting, etc.-is the responsibility of the user.** The College of Fine Arts cannot provide technical assistance for the Ridges Auditorium. However, any special equipment and/or operator(s) of same must be approved by the College of Fine Arts **prior** to use.
7. **Rules governing equipment usage in the Ridges Auditorium include the following:**
 - a) **All furnishings/equipment currently housed in the Ridges Auditorium are to be treated with care.** *Under no circumstances is any item to be used except for its intended usage!* (Example: Chairs are not to be used as ladders, nor are they to be used as horses when securing a "temporary table", etc.)

- b) **No equipment/furniture that is housed in the Ridges Auditorium is to be removed for either indoor or outdoor usage.** Due to loss over the years, no usage requests for borrowing this equipment will be considered. All equipment/furniture housed in the Auditorium is intended for inside usage and is not weather resistant (including the chairs). If you need chairs for outside usage during your event, you will need to bring/rent them.
 - c) **Any equipment used in the Auditorium, needs to be put back into its proper storage place after your event has concluded.** This would include tables, coat racks, extra chairs, etc. Should you leave the Auditorium negligent in this manner, your deposit will be forfeited, and any future usage would be suspended indefinitely.
 - d) **The grand piano is not to be removed from the Auditorium.** Grand pianos are particularly prone to being damaged while being moved because of their large size, incredible weight (over 1000 lbs.) and unusual dimensions - as sturdy as it might look, the sides are the most fragile parts. To be diligent, no requests will be considered to “borrow” this instrument. NO exceptions.
 - e) **The grand piano and/or other heavy equipment is to be kept *off* the sprung floor at all times (including risers).** Heavy items that do not distribute their weight evenly would permanently damage the sprung flooring in the area of the item. Any findings of this offense will immediately revoke the user's current and any future usage of the Ridges Auditorium.
8. **The balcony area is off limits to the general public.** Due to how this space is utilized and the equipment stored there (some are one-of-a-kind), this space is excluded in the normal rental usage of the Auditorium. However, it is permissible to have your photographer or videographer present in this area to capture your event if requested.
9. **Under NO circumstances should anyone "sleep-over" in the Auditorium for any reason!** Any findings of such will revoke the contractual agreement immediately and any future usage will be suspended.
10. **The sprung floor is to be covered at all times.** The only exceptions would be for our Dance Division or a professional dance troupe. In these instances, there is a \$100.00 fee to have the black “temporary floor” removed for dance performances as well as a \$225.00 fee to have the floors re-set and aligned after such usage (total charge of \$325). Checks are to be made payable to the College of Fine Arts and paid 24 hours prior to use.
11. **The grand piano can only be used with prior approval from the College of Fine Arts and is not included in the normal usage of the Ridges Auditorium agreement.** A letter of request must be submitted to the Dean stating who will be playing the piano and the type of event. UNDER NO CIRCUMSTANCES should the piano be placed on the sprung floor! There is a \$90.00 usage fee, which includes tuning the piano for your event, if your request is granted. Checks are to be made payable to the College of Fine Arts and paid 24 hours prior to use.
12. **The aluminum risers (audience seating) can be removed to allow for a “banquet style” seating accommodation.** The Ridges Auditorium is first and foremost a performance space and is set up as such. It is possible to have the risers dismantled for an event when such is needed to make room for tables, etc. There will be a \$425.00 fee applied to the user when a request is made to have the risers dismantled for the user’s event. This fee covers setting the risers back up after the event is over. Checks are to be made payable to the College of Fine Arts and paid 24 hours prior to use.

13. **Food and beverages are permitted in the Ridges Auditorium only when provided by a licensed caterer.** The Ridges Auditorium does not have facilities for food preparation or disposal. Hence, only a licensed caterer is allowed to provide food and must clean-up same following the scheduled event. Ohio University/College of Fine Arts assumes no responsibility for any incident which may arise with regards to liability in the consumption of said food. Safety precautions should be considered when choosing any caterer. **SMOKING IS PROHIBITED.**
14. **Housekeeping after use of the Ridges Auditorium is the responsibility of the user.** Although custodial maintenance will be provided, it is up to the user to provide immediate housekeeping after each use (all trash placed in trash cans, any food/liquid spills should be mopped up, any glitter/confetti should be swept up, etc.), in all restrooms, dressing rooms, and back stage area in addition to the main auditorium. Should you leave the Auditorium negligent in this manner, your deposit will be forfeited, and any future usage would be suspended indefinitely.
15. **A checklist is provided and should be filled out nightly (or after each show) and turned into the College of Fine Arts.** It is the responsibility of the user to complete this task as you will be held responsible for any and all damages/losses which may occur during the contractual period.
16. **A deposit of \$200.00 will need to be paid in addition to any fees you may pay per the schedule listed above.** This deposit will be returned after the Dean's Office has inspected the Ridges Auditorium to make sure all equipment and housekeeping procedures have been followed as outlined in these guidelines.

The maximum capacity for the Ridges Auditorium is 200. The Auditorium is usually set up to accommodate an audience of 120 people. The maximum seating capacity is 185. As a special note, please keep in mind that should your event require tables, you will not be able to accommodate the full 185 seats. Given the layout of the room, the size of the tables, and allowing for chair move-ability, the seating capacity would be approximately 155-170.

The College of Fine Arts has a small inventory of tables which can be used for events held in the Auditorium. Currently, there are 24 (standard 60") round tables and 8 (6') rectangular tables. The rectangular tables seat six (6). The round tables seat six (6) comfortably, but could accommodate up to eight (8). Additional tables can be rented by calling Ohio University Moving Services (Facilities Management) at (740)593-0463. Prices vary according to your needs. *The College of Fine Arts assumes no responsibility on the availability/usage of these tables.*

You can have alcohol at your event as long as your permit request is approved. Ohio University allows the sale and use of alcoholic beverages on the campus in a manner that is responsible and complies with the law. The administration of the university-wide alcohol policy (# 24.001) is the responsibility of Baker University Center. To request permission to use or serve alcoholic beverages on University property or to apply for a permit to sell alcoholic beverages on University property, contact the Reservations Office, Baker University Center, Room 347 or call (740)593-4021.

Please note that all fees mentioned above may change at any time. It is the user's responsibility to check the current fee structure for their event prior to usage.

Should any problems arise during your usage, you need to contact the Dean's Office immediately. For further information/clarification on using the Ridges Auditorium, please call Sharon Ball in the College of Fine Arts at (740)593-0587 or (740)593-1808.

RIDGES AUDITORIUM AGREEMENT

I. Request Information:

1. Name of person/organization requesting use of facility:

2. Date(s) requested:

3. Hours requested:

4. Type of activity planned:

5. Name/address/phone of person in charge (**fill in completely**):

The signature on this Agreement assures that: 1) the above information is accurate; 2) insurance and security have been arranged for the event scheduled; 3) the group or individual agrees to abide by the guidelines for useage of the Ridges Auditorium.

Date

Signature of Group Official or Individual

II. College of Fine Arts use only:

List of Fees:

1. Charge: _____

2) _____

3) _____

4) _____

2. Date payment received: _____

3. Received by: _____

4. ☐ Facilities Mgt.: _____

Date: _____

☐ O.U.P.D. _____

Date: _____

☐ Other : _____

Date: _____