

Reynolds Performance Hall – Facility Regulations and Fee Schedule

Additional regulations are found in UCA Board approved Space and Utilization Policy number 400

PURPOSE

Reynolds Performance Hall (hereinafter called RPH) is an auxiliary operation of the University of Central Arkansas. The hall is a 1,200 seat theater with a professional, proscenium stage. It is the primary location for the UCA Public Appearances Performing Arts Series. It also holds numerous performances by the UCA Departments of Music and Theatre, the Conway Symphony Orchestra, public and corporate meetings, various pageants, the Arkansas Shakespeare Theater Festival, and more. The venue is more than just a stunning facility; it is a special place for social interaction, enjoying the arts, engaging in lifelong learning, and stimulating community growth and development.

RESERVATION PROCEDURES

1. Reynolds Performance Hall Reservation Request Form must be completed for every event. Forms are available in SRH 227 or by emailing leighv@uca.edu. Events will not be confirmed until the form is received and approved. Last minute event changes may not be accommodated based on other events scheduled, staffing levels, and equipment availability.
2. Failure to use the facility or cancel a rental forty-eight hours prior to the event may result in the group paying the rental rate and/or direct costs associated with event. Changes to a reservation must be submitted at least two (2) weeks prior to the event.
3. Groups and individuals with an outstanding balance owed to RPH will have their reservation privileges suspended until outstanding balance is paid in full.
4. Rentals may be scheduled up to one (1) calendar year in advance. (Note: Events scheduled by Affiliated Groups and External Groups must still adhere to Section VI: Scheduling Priorities for the Donald W. Reynolds Performance Hall in UCA Board Policy number 400.)
5. The Renter may be required to obtain insurance with bodily injury coverage of at least \$1,000,000 per occurrence, aggregate of at least \$3,000,000 for the Event. The Renter shall be required to provide a certificate of insurance issued by companies authorized to do business in the state of Arkansas and UCA shall be named as an additional insured on the policy. The policy shall cover personal injury from all causes.

GENERAL POLICIES FOR ALL EVENTS

1. If your group requires security backstage, please notify the events manager at time of rental. If an emergency occurs during event, dial 911 (Conway Police Department), or you may dial the UCA Police Department at 450-3111. Also, notify a Reynolds Staff employee on duty.
2. Alcohol, use of controlled substances, tobacco, and handguns are not allowed on the UCA campus.
3. Reynolds Performance Hall is a smoke-free environment. Smoking on campus will result in a fine by the University Police.
4. All uses of the building, including specific rehearsal times, must be scheduled in advance with the Events Manager. All usage shall occur between the hours of 7:00am and 12:00am.
5. Taping signs to walls, doors, windows, rails or furniture in the lobby is prohibited.

6. All food service in the lobby and backstage area must be provided through the university contracted food service provider. No red beverages of any kind will be allowed in any area. Any other variation or exception to the food service policy must be approved at least two weeks in advance by the RPH Director and the Director of Food Services.
7. If lobby projector is requested for use then renter will need to provide a flash drive with slide show/presentation. It is recommended that you schedule a time in advance of the event to preview your presentation in the lobby.
8. All contracts related to the presentation of an event including contracts between user and performers, speakers, sub-contractor, managers and others are subject to review by the RPH Director.
9. All backstage personnel, including both technical and artists, should enter the building through the Loading Dock door (south side). Do not enter the backstage area through the lobby or through the auditorium. The lobbies are rented out for different conferences and receptions.
10. The RPH backstage includes a loading dock area, a rehearsal room, a star dressing room, a common makeup room, with attached men's and women's locker/toilets/showers areas.
11. There is no phone in the building for public use.
12. Do not jump up onto stage from the auditorium. The apron cover is sheetrock and may be damaged by shoes.
13. Food and drink **are not allowed** in the auditorium at any time.
14. Instrument cases, personal bags, backpacks, purses, books, etc., should be left in a backstage space out of traffic ways. Items left in the stage wings can become serious hazards on a darkened stage.
15. If you leave items in lockers, you must provide your own lock. RPH is not responsible for anything left after rental concludes. Locks will be removed within 24 hours of event conclusion and items will be disposed.
16. Anything over and beyond routine clean-up may be assessed a cleaning fee. Renter is responsible for returning area to its previous condition. Trash cans and liners will be provided. All event items provided by the renter must be removed following the event this includes: props, make-up, costumes, programs, scripts, etc.
17. If children and/or animals are incorporated into a performance event, they must be chaperoned and supervised by an adult at all times. These adults must be provided by the renting group.
18. SAFETY is our greatest concern, and we will do whatever is necessary to ensure the safety of all users of the building. No equipment or materials may block auditorium house aisles or any public egress lanes in the building, including onstage wings and backstage hallways or doorways
19. The Technical Director (TD) must be on site for any stage set up. Do not do any technical work without the specific approval of the TD. All technical applications and usage of any and all theatrical stage equipment is by strict approval of the TD and/or RPH Manager.
20. Reynolds Performance Hall was built primarily as a professional touring house, so there is no area for building scenery, nor any tools available. Any work with power tools, including sawing, sanding or grinding, must be done outside of the building.

21. If onstage painting touchups are necessary, a drop cloth must be used. Do not use spray paints or sprayable liquids inside the building. If spray paint is used outside the building, on the sidewalk, grass or in a parking area a drop cloth must be used.
22. Painting or glazing of the stage floor is strictly prohibited. Use of glitter or other fine particle material, including sand or seeds, anywhere in the building must be discussed and approved in advance with the TD.
23. No nailing or screwing into the stage floor is allowed without specific permission of the TD.
24. No scenery or lighting items may be placed less than one foot downstage or upstage of flying soft goods, such as curtains, legs, scrims, cyclorama, etc.
25. RPH owns a full stage Harlequin dance floor. Usage is by permission and requires a fee payment. If the dance floor is used, no scenery or furniture pieces may be placed on the dance floor without prior consent of the TD. The Harlequin dance floor does not cover the orchestra pit area. No one may cut, bend or fold this dance floor.
26. The TD will set stage lighting to be used for rehearsals and events.
27. No one is to be in the catwalks or fly lofts without specific permission and supervision of the RPH technical staff.
28. Use of RPH sound system is by prior approval of the TD.
29. RPH generally does not provide design services, except if requested well in advance and negotiated in the usage application.

BOX OFFICE/TICKETING SERVICES

1. All events that charge an admission fee are required to utilize the Reynolds Box Office for the ticketing services. Any variation or exception to utilizing the box office must be approved at least two weeks in advance by the RPH Director.
2. The Box Office at Reynolds Performance Hall is a full-service ticketing provider including walk-up, by phone and online sales.
3. Organizations on campus pay a \$500 event setup fee, plus \$1.00 per ticket printed (complimentary or not).
4. Off-campus organizations pay a \$500 event setup fee, plus \$1.50 per ticket printed (complimentary or not).
5. If the event takes place in a venue not already set up in our ticketing software, an additional \$500 venue setup fee will occur.
6. Event planner is required to meet with Box Office Manager to discuss seating options and ticketing needs as well as event details for the website.
7. Reynolds Box Office is required to retain and submit local sales tax unless organization is a student group or can provide a written exemption from the State of Arkansas Department of Finance and Administration.
8. All sales made through Reynolds Box Office will be collected and deposited daily within the University. After the event has taken place, the Box Office Manager will send a final report to the event planner and then send a check to the group for the net ticket sales (less sales tax and ticketing fees).

EXTERNAL GROUP FEE SCHEDULE

Reynolds Performance Hall Auditorium

Rental Fee	\$600.00 for 4 hours \$1,200.00 for 8 hours \$200.00 per additional hour
Direct Costs	Professional Staff* \$15.00 Per Hour
	Student Technicians* \$10.00 Per Hour
	House Manager* \$10.00 Per Hour
	Dance Floor \$200.00
	Grand Piano \$85.00 Tuning Fee
	Risers \$50.00 Minimum Fee
	Shell \$150.00
	High Definition Projector & Screen (In Auditorium) \$150.00
	Lobby Projector & Screen \$50.00

Reynolds Performance Hall Lobby

Rental Fee	\$250.00 for 4 hours \$500.00 for 8 hours \$50.00 per additional hour
Direct Costs	Professional Staff \$15.00 Per Hour
	Student Technicians \$10.00 Per Hour
	House Manager* \$10.00 Per Hour

***Required**

****Reynolds Performance Hall Director, Technical Director and/or Events Manager will determine appropriate staffing for all events. An estimate of charges will be given to renter in advance of event.**

