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Policy Name

4.1140 Francis Hall Theatre Use and Reservation

Purpose and Definition

The Francis Hall Theatre (the “Theatre”) is a shared University space that provides a venue for educational, cultural, and co-curricular events. The Theatre is also used as a classroom space for a variety of performing arts courses. Faculty, staff, students, recognized student clubs/organization and outside groups are welcome to reserve and use the space through the ASTRA Scheduling system on campus. Outside groups without ASTRA access must work with their contact within Alvernia to schedule on ASTRA.

Responsibilities

Title or Role	Definition and What They are Responsible For
Director of Theatre Program	Periodically review ASTRA for scheduling information and inform Provost Office.
Senior Vice President of Academic Affairs and Provost together with Senior Vice President of Enrollment Management and Student Affairs	Maintains and enforces this procedure. Receives exceptions to the policy.
Senior Leadership Team	Serves as final approval for procedure and assists with reviewing exceptions to the procedure.

Procedure

During the Academic Year, between the first Wednesday of classes in the Fall to the last day of finals in the spring, Academic courses and performances have preference in the use and scheduling of the Theatre subject to the Use Parameters set forth below. Between the day after finals end and the Tuesday of the first week of fall courses, student affairs, camps and symposium have preference in the use and scheduling of the Theatre subject to the Use Parameters set forth below. All entities will be able to reserve the Theatre using an ASTRA room reservation request (available in the reference link below and on the Alvernia logins page) and subject to configuration of the Theatre with the presence of the stage thrust.

Reservations must include the following:

- Detailed information to determine any additional cost for lighting, sound, set up or other technology needs.
 - These costs must be outlined in the ASTRA room reservation request form available here and on the Alvernia logins page.
 - Costs are the responsibility of the person reserving the space and must be charged to the appropriate University budget or billed to the organization.
- Contracted performances must submit a rider to the appropriate Senior Leader prior to contracting with an artist or agency. The rider must set forth the additional cost of set-up for the Theatre and the cost of any technology

needs to be incurred by the use of the reserving party. The rider will confirm that the requesting entity will be responsible for such costs.

- Contracts may not be signed without advance submission and approval of the rider by the appropriate Senior Leader detailing the artist(s) needs.
- Reserving the Theatre space should occur at least two months in advance of any event.
 - The University will try to respond to last-minute requests as facilities, technical staff, and other employees' schedules permit.
 - Additional costs may be assessed against the reservation originator for additional staffing needs.
- Theatre reservations will be accepted up to 365 days in advance of the event.

Use Parameters

Annually, the Theatre is available for reservations from the first Wednesday of classes in Fall to the last day of finals in the Spring with seating for 300 (see Procedure). From the first Wednesday of classes in the Fall of each year until the last day of finals in April/May, a stage thrust is inserted into the space for classroom use, reducing the seating to 200. While reservations are available during this period, the University will not alter the space or remove the stage thrust.

Person(s) reserving the space must accept the presence of the stage thrust additional stage area for their event during the academic year. Note that Theatre production scenery and props may be present and need additional consideration in managing events. The director of the Theatre program is available for consultation when requested.

All individuals using/renting the Theatre are responsible for returning it to good condition. This includes returning seats to appropriate location, removing bottles/trash, turning off the lights, sound and any other technology and reporting any maintenance issues to the Alvernia University Facilities Department with a facilities work order available from the link at the end of this document or on the Alvernia logins page.

Exceptions to Procedure

Any exception request must be submitted on the Policy and Procedure Exception form linked below to the individual/group identified in the Responsibilities section above.

Procedure Review

Academic Affairs policies should be reviewed on a 5-year cycle and updated when institutional needs or goals change.

Approved versions of this policy will be posted on the Alvernia University Portal

References and Related Policies

This section contains any other policies, 3rd party standards, or guidelines referenced by this policy.

Related Policies: N/A

References:

- ASTRA Room Reservation [Request Form](#)
- [Facilities Work Order Request](#)

Exhibits

This section contains any forms or exhibits referenced by this policy.

- [Policy and Procedure Exception Form](#)

Document Review Log

Date Reviewed	Description of Changes
9/6/2023	Draft of policy based on practice
9/18/2023	Provost & VP EM & SA Review
9/28/2023	Approval by Senior Leadership
1/15/2024	Revised
2/1/2024	Revision approved by SLT