



# Department of Music

## George & Sharon Mabry Concert Hall Guidelines for Use & Rental

The APSU Music Department and the Morgan University Center and Event Services Office are pleased you have chosen us to host your event. Our goal is to make every event the best it can be. This publication is to assist you in the reservation process and to describe the policies and procedures pertaining to the George and Sharon Mabry Concert Hall.

Mr. Andy Kean, Senior Director, Morgan University Center and Event Services

Dr. Kristen Sienkiewicz, Chair, Department of Music

Mrs. Michelle Fraley, Academic Assistant to the Chair

Mr. Nathan Robertson, Technical Director, George & Sharon Mabry Concert Hall

# Contents

- Reservation and Event Procedures* ..... 4**
  - To Reserve the Mabry Concert Hall ..... 4
  - Request and Reservation Timeline..... 4
    - Description of Cost and Fees..... 4
- Technical Requirements* ..... 5**
  - Technical Staffing Policies and Overtime ..... 6
  - Staff and Audio/Visual Equipment\* ..... 6
  - Additional Equipment ..... 7
- General Information & Procedures* ..... 8**
  - Description of the Facilities..... 8
  - Pre-Inspection Walkthrough ..... 8
  - Post Event..... 8
  - Final Walkthrough ..... 8
  - Building Access..... 8
    - Furniture and Room Arrangements ..... 8
  - Parking**..... 8
  - Food and Drinks..... 8
  - Restricted / Prohibited Items ..... 9
  - Hazers and Foggers ..... 9
  - Tobacco, Alcohol, and Illegal Substances ..... 9
  - Decorations/Posting..... 9
  - Custodial Services and Cleaning..... 9
  - Ticketing, Collecting, and Ushering..... 9
  - Seating Capacity ..... 9
  - Security..... 9
  - Fire Alarm System .....10
  - Exits and Pathways .....10
  - Fire Doors .....10
  - Evacuation and Suspension of Show/Event.....10
  - Automated External Defibrillator (AED).....10
  - Campus Networking and WIFI .....10
  - Catering and Concessions .....11
  - Copyright and License Information .....11
    - Frequently Asked Questions About Copyright..... 11

Important Contact Information..... 11

## Reservation and Event Procedures To Reserve the Mabry Concert Hall

1. Contact the Music Department Academic Assistant ([music@apsu.edu](mailto:music@apsu.edu) (931) 221-7818) to request date and time and to confirm availability. A follow-up meeting may need to be scheduled with the Mabry Hall Technical Director to discuss your needs prior to completing the reservation.
2. The Academic Assistant will tentatively hold your booking prior to your official reservation request with Event Services. Follow this link to book your reservation: <https://www.apsu.edu/university-facilities/reservations/index.php>.
3. Submit a copy of your technical rider to the Technical Director. The Technical Director may contact you to schedule a meeting/walk-through to discuss your technical and facility needs.
4. The Music Office will send estimated personnel and technical costs to the Event Services office who will prepare the contract. Personnel and technical costs are an estimate based on event schedule and type, and this may fluctuate depending on actual hours and services used.
5. Sign the contract and return to the Event Services office.
  - a. The University requires a Certificate of Insurance listing APSU as additionally insured for at least \$1,000,000.
  - b. A deposit of 50% of the total cost is required up front, and the balance is required at 30 days after final invoicing via check or payment on link to be provided by Event Services
  - c. Groups are responsible for carefully reviewing the estimate and contract for accuracy.
6. You will receive a confirmation email from Event Services after you have signed the contract and paid the security deposit. Space reservations will not be confirmed until program/plans have been reviewed and all necessary arrangements completed. See the information below for facilities, equipment, and technical needs.
7. You will be invoiced by Event Services after your event. Payment is expected within 30 days of event.

## Request and Reservation Timeline

Event Services requests a minimum of ten (10) business days to complete the reservation/contract process. Requests for reservations that are made less than three (3) business days in advance MAY be granted if time and space allow. If a request is made for an event six months out, that request may not be processed immediately.

Both Event Services and the Music Department should be notified of any space cancellations fourteen (14) days prior to the first reserved date. Space cancellations include any modification to the original contract and estimate, including releasing rehearsal and classroom spaces. Groups who choose not to use a space as contracted within fourteen days of the first reserved date may still be charged for use of those spaces. Two “no shows” without notification will result in denial of space requests and/or cancellation of space already reserved for the remainder of the semester. In the event of a “no-show” or late cancellation you will lose your security deposit and may be charged for staff that were hired to work the event.

## Description of Cost and Fees

Costs and fees are set by the University in consultation with the Technical Director and determined by the following factors:

1. The number of hours/days for the rental
2. Additional rooms requested
3. Technical demands (lighting, sound, projection)
4. Custodial needs

Standard or typical costs include:

1. The Mabry Concert Hall daily rate is \$ 1,200 per day. The daily rate will NOT be pro-rated on partial days of use.
2. Security deposit estimated at 50% of the total estimate.
3. Mabry Hall Technical Staff rates:
  - a. Hourly-based rates for technical staff will be determined by the Department of Music, Event Services, and the Mabry Hall Technical Director. Labor rates are subject to the technical staffing and overtime policy

- b. Technical Staff includes:
  - i. Event Technical Manager (required)
  - ii. Audio, Lighting, and/or Video Technician (event dependent)
  - iii. Stage Manager/ Stage Hand (optional)
  - iv. Utility Worker (optional)
- c. There is a 4-hour minimum for any technical staff. Depending on staffing, scheduling, and availability the Technical Director may subcontract out any technical labor to an APSU-approved contractor. In such instances, these arrangements will be communicated to reserving groups early in the reservation process. Although these fees and rates may be reflected in the initial estimate and contract, users will be directly billed by the contractor on the terms of the contractor.
- 4. Custodial staff rate is \$250/day. Additional cleaning fees and labor may apply depending upon event type and number of performers and guests expected.
- 5. Additional fees:
  - a. MMC 130 (Opera Rehearsal room on stage right hallway), MMC 147 (Choral Rehearsal on stage left hallway), and MMC 152 (Instrumental Rehearsal on stage left hallway): \$100 per day / per room
  - b. There is no additional fee for use of the dressing rooms on stage right hallway. You must communicate prior to your event that you wish access to these.
  - c. Tables and Chairs: Table and chair delivery is free. However, if you would like APSU staff to set up / strike tables/chairs, an additional fee is assessed.
  - d. Platforms and Risers: An additional fee is assessed if platforms and/or risers are requested.
  - e. Stage Setup: An additional fee is assessed for any stage setups and configurations that are outside of the standard arrangement including opening stage doors, removing flown acoustic ceiling panels or other flown equipment, changing the position of the orchestra pit, and/or adding additional seating to the Concert Hall.
- 6. Security as needed and defined by [APSU Police Staffing Matrix](#)

The projected total cost for your event will be determined after you meet with the Technical Director and your event's technical manager.

All costs on the contract are based on the information provided. If an event requires changes to rooms, equipment, or labor (including charges for damages and unexpected custodial needs), the final charges will be adjusted accordingly on your invoice.

Users who misrepresent an event or affiliation in order to avoid fees and charges may incur additional charges and may have their reservation privileges suspended. The Director of Event Services or designee makes these determinations.

Sponsors are responsible for damages to the facilities or equipment or for inadequate clean-up and will be charged for the complete repair, replacement or cleaning of facilities or equipment. Any food or drinks found in the Mabry Concert Hall, including backstage, will be charged an additional cleaning fee. Bottled water is acceptable. Sponsors and primary event contact must be present for the pre-inspection walkthrough.

## Technical Requirements

The George and Sharon Mabry Concert Hall is equipped with the AV technology described below. Consult with the Technical Director for technical needs that are beyond the scope of APSU's inventory. All outside technical hires and work to be completed must be pre-approved by the Technical Director during the contract negotiation phase of reserving the Concert Hall.

An event Technical Rider is the ideal means of communicating your event needs to the Technical Director and event's technical manager. Providing inadequate or incorrect information may result in a breach of the contract and damage to university facilities and equipment. The event sponsor will pay for the costs of any additional equipment or technical personnel required by the rider.

*\*Items marked with an asterisk (\*) require the services of an AV Technician. (Labor rates as specified by the Event Services Office). Events requiring any AV Technicians also require meeting with the Technical Director and event's technical manager.*

## Technical Staffing Policies and Overtime

**Technical Call Time & Setup:** To ensure the event is adequately set up and ready for events, technical staff may come in before the reserving group's requested reservation dates and daily in-times. Groups will be responsible for the labor for the base rate for hours worked during this time. Additionally, at minimum, the technical manager will arrive thirty (30) minutes before reserving groups daily in time to ensure the venue is unlocked and set up for the day. Call times for the reserving group must be provided to the technical manager before the conclusion of the day. Call times for the day cannot be before 8:00am.

**Technical Labor Overtime:** The first ten (10) hours of a workday shall be at the hourly base rate. Hours worked in excess of ten (10) per day shall be charged at the base rate and a half (1.5x). Double time (2x) shall be paid for work in excess of twelve (12) hours per day. In order to discourage excessively long workdays, hours worked beyond fifteen (15) hours per day shall be charged at four times (4x) the base rate. Hours are rounded up to the nearest quarter hour. Technical staff may not work more than thirty-seven and a half hours (37.5) per calendar week (Sunday-Saturday).

**Technical Staff Rest:** A minimum of eight and a half (8.5) hours is required between day wrap and the call time for the next day. If the full rest period is not provided then technical staff shall be paid on the return at the applicable base rate or overtime rate. It is not considered a new day until an uninterrupted eight and a half (8.5) hour rest period is provided.

## Staff and Audio/Visual Equipment\*

**Technical Director:** Austin Peay State University employs a full-time Technical Director for the Mabry Concert Hall. This technical director is responsible for the overall operations and maintenance of the Concert Hall and technical assets. The Technical Director will serve as the main pre- and post-production point of contact and is responsible for filling the staffing needs for events.

**Technical Manager:** All non-Austin Peay events and any reservation outside of APSU's normal operating hours (8:00a-4:30p Monday - Friday) will be required to have a technical manager on staff for the duration of the reservation. *Labor rates as specified by the Event Services Office.* The technical manager is responsible for the overall technical management of the event, serves as the main point of contact during the event, and performs basic projections, lighting, and sound. The technical manager does not serve as a replacement for needed lighting or audio technicians, technical assistants, or custodial or security staff. The technical manager is required to be an employee of Austin Peay State University or an approved APSU contractor.

**Sound Amplification:** The technical booth houses a Behringer Wing console with basic instrumental and vocal microphones, microphone stands, stage monitor capabilities, and house speakers. Specific equipment needs (including number, type, and general location of microphones) should be noted in the technical rider and confirmed well in advance of the event date. If equipment rental is required, contact the Technical Director to confirm eligibility, costs, and coordination with providers. Any event that involves live sound that requires more than three (3) handheld speaking vocal microphones will be required to have a sound technician on staff. The Technical Director will make the final determination for needed labor. *Labor rates as specified by the Event Services Office.* Groups may bring in outside sound technicians or contractors, however, these contractors must be vetted by the Technical Director prior to the event. Settings on sound consoles must be restored to default after the event. Outside contractors are the responsibility of the reserving group, and any damages caused by outside contractors will be the responsibility of the reserving group. Additional fees may be assessed if settings and equipment are not restored to default settings.

**Lighting:** The Concert Hall is equipped with basic theatrical lighting. Front lights are not gelled (colored). LED down lighting is included to provide color and depth on the stage. Two follow-spots are also available (from the 3rd-floor balcony / follow-spot room). Lighting needs beyond these capabilities should be noted on the Tech Rider, discussed with the Technical Director, and included on the reservation. Any event that requires the use of multiple lighting cues or changes will be required to have a lighting technician on staff. The Technical Director will make the final determination for needed labor *Labor rates as specified by the Event Services Office.* Groups may bring in outside lighting technicians or contractors, however, these contractors must be vetted by the Technical Director prior to the event. Outside contractors are the responsibility of the reserving group, and any

damages caused by outside contractors will be the responsibility of the reserving group. Advanced lighting needs may incur additional fees (to focus lighting before the event and to return lighting to its standard arrangement after the event).

**Video/Streaming:** The Concert Hall is outfitted with four PTZ cameras mounted in the house along with an ATEM Studio video switcher and dedicated X-32 for streaming and recording. Groups that wish to record or livestream events will be required to have a video technician. *Labor rates as specified by the Event Services Office.* Groups will not be allowed to record or stream any copywritten materials including but not limited to audio, graphics, videos, or performances. The Technical Director will require proof of licenses and agreements for any copywritten works to be recorded or livestreamed. Groups who wish to livestream events will be responsible for setting up the live stream and providing the needed information to the video technician. Austin Peay State University and the Department of Music will not stream any events on their controlled social media and/or web accounts for non-departmental events. In the event of an internet outage hall staff will do everything to restore connection and streams; however, Concert Hall staff is not responsible for any outages or disruptions to the live stream, and cannot actively monitor the stream. Groups may receive a recorded copy of the event for an additional fee determined by the Technical Director and Event Services Office.

**Projection:** The Concert Hall is outfitted with one projector, as well as one large projector screen.

***Timeline for AV Needs:*** *Any prerecorded music, video, and/or audio-visual presentations must be submitted in an acceptable format at least seven (7) days prior to the event to ensure that it is compatible with the hall's equipment. Non-downloadable formats and links such as YouTube, Vimeo, etc. will not be accepted. Additionally, due to OIT policies, files cannot be transmitted or accepted in removable storage devices such as USB drives, removable hard drives, CDs, tabs, etc. Files shared to cloud storage devices (e.g. Google Drive, Dropbox) or emailed are preferred. If submitted less than seven days in advance of the rehearsal period or performance, the staff are not responsible if provided media does not function correctly.*

## Additional Equipment

**Chairs and Stands:** Musician chairs and music stands are available for almost any size group.

**Platforms and Risers:** Choir risers are available for groups of up to 100 persons. Platforms are available for basic needs (orchestral / jazz band / etc...).

**Percussion:** Percussion equipment, electronic keyboards, amplifiers, and instruments may be used only with the prior written permission of the appropriate APSU faculty member.

**Pianos:** The Concert Hall houses a Steinway Concert Grand and a Bösendorfer Concert Grand piano. The pianos only may be used with special written permission from the Chair of the Department of Music. The reserving group will be responsible for a retuning fee for use of the piano(s). Pianos will be tuned after the event. If a group would like pianos tuned prior to their event an additional tuning fee will apply. Pianos are tuned to A<sub>4</sub> at 440 HZ. Alternate tunings are not permitted.

**Lecterns:** The Concert Hall has two lecterns.

**Consumables:** The Mabry Concert Hall is not responsible for providing any consumables such as tape, paper goods, gels, or batteries. Additional fees may be assessed if consumables from the Concert Hall's inventory are used.

**Other Equipment:** Users and groups may bring in additional equipment (lights, microphones, set pieces, etc.) for events and shows. However, Mabry Concert Hall Staff will not be responsible for obtaining, setting up, or storing, any equipment that is not owned by the Mabry Concert Hall, Department of Music, or Austin Peay State University. Additionally, to prevent damage to any equipment, batters, or facilities, the Technical Director may deny the use of additional equipment. Any event requiring additional, outside equipment will require a pre-production meeting with the Technical Director.

**Use of Hall Equipment:** Concert Hall staff will make every effort to ensure all equipment listed herein and the Mabry Concert Hall Tech Packet are available for use by reserving groups. However, due to maintenance schedules, inventory rotation, and the needs of the department, there is no implied guarantee for the use of equipment. Groups should communicate with the Technical Director and negotiate the use of hall equipment with reservation and use contracts before reservation dates. These needs should be clearly communicated in a technical rider.

# General Information & Procedures

## Description of the Facilities

The George & Sharon Mabry Concert Hall is a 540-seat venue. With the orchestra pit lowered to house level, the total seating can be a maximum of 600 (additional fees may apply). In addition to the concert hall, users also have access to three dressing rooms adjacent to the concert hall. Three rehearsal rooms adjacent to the concert hall are available for additional fees, pending availability. With prior notification, the box office, lobby, and mezzanine are also available at no additional charge.

## Pre-Inspection Walkthrough

It is the responsibility of the group to complete a pre-event walkthrough and note any damages or issues to the Concert Hall's Technical Director. A copy of the inspection form used is at the end of this document.

## Post Event

At the conclusion of an event, groups must remove all belongings from the Mabry Concert Hall and the Music / Mass Communication Building. Due to the high volume of events in the Concert Hall, equipment and/or belongings cannot be stored in the building or Concert Hall for any period of time.

## Final Walkthrough

At the conclusion of an event, the technical manager will walk through the concert hall and building and will inspect and note any damages, cleaning needs, left materials, and overall shape of spaces. The technical manager will report these issues and final labor hours to the Technical Director, Department of Music and Event Services to issue a final invoice. A copy of the inspection form used is at the end of this document.

## Building Access

If you will need access to the building on evenings or weekends (anytime outside of regular business hours [8:30am-4:00pm, M-F]), special arrangements will need to be made with the Event Services office and Campus Security to ensure buildings/rooms will be unlocked. This will need to be communicated to Event Services as you negotiate your contract. A member of the hall's technical staff is required to be present for the entire duration of a reservation for outside events or events that are outside of regular business hours, including setup times, the duration of the event and strike/cleanup times. (*Labor rates as specified by the Event Services Office*)

## Furniture and Room Arrangements

Only MMC Staff may move furniture and equipment in the MMC building. If you need to alter the furniture, equipment, or general set-up of a room (including the Concert Hall and lobby) contact the Concert Hall's staff. Concert Hall staff, including the Technical Director, is not responsible for the setup or management of any areas outside of the Mabry Concert Hall or attached dressing rooms. However, Concert Hall staff may require groups to change setups or decorations if they violate APSU, Department of Music, or Facilities policies or the best interests of those spaces. Any users who move furniture or items and cause damage to the facilities or those items will be charged accordingly. Furthermore, an additional reset fee will be charged for any furniture, equipment, or other items that were moved by the reserving group and not returned to their original places.

## Parking

During business days and hours, parking on campus is reserved for students, faculty, and staff. A guest parking pass is required for all non-campus personnel. You may park for load-in and strike in the loading dock area, located on Jackson Alley, behind the Concert Hall. Discuss your parking needs as you negotiate your contract.

The Event Services office and the Music Department will communicate with APSU Parking to reserve the lot in front of the MMC Building. If another group has reserved the lot, it is the responsibility of the client to communicate with their guests other parking options on campus. Mabry Concert Hall staff and the Department of Music cannot make any guarantees for the use of any parking lots. You may need to contact Campus Parking and Transportation at (931) 221-7405 or [parking@apsu.edu](mailto:parking@apsu.edu) for more information or to receive a guest pass. A parking map is available at <https://www.apsu.edu/map/index.php>

## Food and Drinks

Food and drinks are allowed in most spaces except the Concert Hall where food and drinks are not permitted at any time. This includes all parts of the Concert Hall including the house, backstage, wings, workshops, storage, and sound/light locks. Water is permitted only in sealed containers. Any food or drinks found in the hall (including but not limited to pieces of food, bottles, wrappers,



spills, boxes, etc.) during an event or during the Technical Director's final walk-through may result in additional cleaning fees being assessed.

### Restricted / Prohibited Items

The following items are not permitted in the Music/Mass Communications Building: (This list is not exhaustive and further materials may be subject to restriction. Contact the Technical Director for other questionable items): glitter, feathers, oil-based haze/fog, sequins, confetti, artificial snow (or other "dropped material" unless given permission from the Technical Director), spray string (Silly String), helium balloons, candles or any open flame.

### Hazers and Foggers

In rare instances, the use of hazers and foggers in the Mabry Concert Hall may be granted. However, as fire alarm and suppression devices must be altered, permission **MUST BE** granted by the Technical Director, APSU Public Safety, Physical Plant, Event Services, and the Department of Music. Additionally, users must hire APSU security to serve as a "fire watch" for the entire time the fire alarm and suppression devices are altered from their normal operating state. Requests to use hazers and/ or foggers must be made at least one (1) month in advance.

### Tobacco, Alcohol, and Illegal Substances

Austin Peay State University is a smoke-free campus. Smoking is prohibited in university buildings, grounds, and state-owned vehicles. This policy includes E-cigarettes or any product that allows users to inhale and exhale nicotine-bearing vapor. For additional information on the smoking and clean air policy visit: [Policy 5:002 Smoking and Clean Air](#)

Alcoholic beverages are not permitted on campus except where policy allows. For more information visit: [Policy 7:005 Alcoholic Beverage Use and Possession](#).

### Decorations/Posting

No materials or signs of any kind may be affixed to walls, ceilings, equipment or other areas of the facility without approval from an authorized MMC staff member. Blue painter's tape and poster putty are allowed on all wall surfaces. Only cloth backed is allowed for use on the stage floor (gaffers tape, painters tape, and spike-tape only). Groups will be responsible for any damage caused by decorations or tape. This may include but is not limited to repainting the stage or walls, structural repairs of walls of floors, and/or replacing damaged equipment.

Any decorations or set pieces that are hung from battens above the stage must use hardware that is OSHA-approved for overhead hanging. If in doubt, the MMC Technical Director will make the determination.

### Custodial Services and Cleaning

Based on the scope of your event, APSU may require an on-site custodian to manage the building (trash, paper products, restrooms, etc.) during your event. This will be negotiated prior to your event and reflected in the contract. After your event, the Technical Director will inspect the facility and determine if an additional cleaning charge is necessitated. This may include public areas near the venue that can be proven to have been littered by guests or participants of the event. This also applies to damages to the facility and adjacent areas, including restrooms, incurred by guests of the event.

### Ticketing, Collecting, and Ushering

The reserving group is solely responsible for ticket sales, collection, and general house management and ushering. APSU, concert hall staff, and technical contractors cannot collect money, take tickets, or generally manage patrons at any point during the reservation period.

### Seating Capacity

Admitting audiences that exceed maximum seating capabilities is a violation of fire codes and is not permitted. The Technical Director and the event's technical manager has the authority to deny entrance of audience members or event participants in excess of seating capacity. The event coordinator is responsible for ensuring that ticket sales do not exceed the facility or the Concert Hall's arrangements described on the contract. Aside from additional seating on the pit (approval and fees apply), additional seating may not be added to the house.

### Security

MMC Staff cannot act as security for events. Groups sponsoring events that are likely to attract crowds near or in excess of the established room or space capacity may be required to hire APSU Police/Security Officers to provide security and crowd control. See Police Staffing Matrix available at <https://www.apsu.edu/university-facilities/reservations/policies-and-guidelines/policematrix.php>. Contact APSU Public Safety at (931) 221-7786

## Fire Alarm System

The Music/Mass Communications Building is equipped with fully functioning fire alarm and suppression systems. Alarm sirens, strobes, panels, curtains, smoke/heat detectors, sprinkler heads must not be obstructed in any way. Groups may not hang any items off of these devices. Groups may be charged for direct and subsequent damages as a result of misuse of these devices (e.g. flood damage as a result of hanging items off sprinkler heads).

## Fire Extinguishers

The Music/Mass Communications Building is equipped with several fire extinguishers both in the Concert Hall and around the building. Fire extinguishers must be accessible at all times and must be free from any obstruction within a three (3) foot radius.

## Exits and Pathways

Doors, aisles within rooms, main corridors, hallways, and stairwells must be kept free and clear of any materials that will block, hinder, or slow egress during an emergency.

## Fire Doors

The use of doorstops to hold open fire doors is not permitted by fire code. These doors are used as part of a passive fire protection system to reduce the spread of fire and smoke between sections of the building.

## Evacuation and Suspension of Show/Event

The Emergency Action Plan (EAP) of Austin Peay State University serves as the basic emergency response plan for the general Austin Peay State University community. Therefore, any changes to the EAP will supersede any procedures listed herein. In the interest of public safety, the on-site technical manager, in coordination with APSU public safety, may at any time evacuate the Concert Hall and building for any emergency situation that warrants a full evacuation.

**Fire:** When the building's smoke alarm sounds, state law mandates that everyone must evacuate the building. These alarms will not sound in the Mabry Concert Hall, so hall staff will announce to performers, patrons, and guests that they must evacuate the building. No one is permitted in the building until the "all clear" is given by Public Safety, Campus Police, or Emergency Management.

**Tornado/Severe Weather:** The on-site event manager will monitor the weather forecast and will communicate contingency plans to the primary contact for an event if necessary. In the event the National Weather Service issues a tornado warning for the Clarksville – Montgomery County Area all on-stage activities will be immediately suspended. Concert Hall staff will encourage all performers, staff, guests, and patrons to seek shelter immediately in one of the primary tornado shelters for the Music/Mass Communication Building. These areas include rooms 152 (instrumental rehearsal room on stage left), 147 (choral rehearsal room on stage left), 130 (opera room on stage right), 195 (TV studio), 191 corridors (outside TV studio), and the central corridor on the 1<sup>st</sup> and 2<sup>nd</sup> floors. Should these spaces reach capacity, windowless spaces interior to the building on the first floor should be utilized.

**NOTE: THE MABRY CONCERT HALL IS NOT AN ACCEPTABLE TORNADO-SAFE SPACE**

## Automated External Defibrillator (AED)

The Music/Mass Communications building has an AED station located in the main lobby, near the elevator on the first floor. AEDs must be accessible at all times and must be free from any obstruction within a six (6) foot radius.

## Campus Networking and WIFI

Austin Peay State University provides a guest WIFI network for all campus guests. Users are required to adhere to [APSU's Acceptable use of Information Technology Resources](#). Groups who need greater Internet and networking capabilities should contact the Office of Information Technology (OIT) before reservation dates. Pursuant to [APSU policy 4:030](#), personal networking devices are not permitted to be attached to the APSU network. This includes but is not limited to the use of hubs, routers, switches, and wireless access points. APSU reserves the right to disable any network port that is causing disruption to any or all parts of the campus and residence hall networks until the

cause of the disruption is removed. WIFI and campus networking is outside the scope of any Concert Hall staff, any issues with these networks will have to be resolved by OIT. The use of any campus network cannot be guaranteed.

### Catering and Concessions

You may use APSU Catering or an outside contractor for meals, receptions, or concessions in the lobby. Concession tables must display signs that remind patrons that no food or drink is allowed in the concert hall. All food/drink items must be consumed prior to entering the venue or thrown away. Any food or drinks found in the hall (including but not limited to pieces of food, bottles, wrappers, spills, boxes, etc.) during an event or during the Technical Director's final walk-through may result in additional cleaning fees being assessed. Contact APSU Catering (Sodexo) at (931) 221-7016 for catering needs.

### Copyright and License Information

Pre-recorded audio and video (CDs, DVDs, Blu-ray) that are rented or sold by stores and suppliers throughout the United States are licensed by the copyright owner for home use only.

*The U.S. Copyright Act states that the copyright owner has the right "to perform the copyrighted work publicly." U.S. Code, Title 17, Section 106. This right remains with the copyright owner and is not transferred to the purchaser or lessee of a cassette.*

Since many film/video titles are protected by the U.S. Copyright Act, permission from the copyright owner for a public performance license is required before the work can be performed or broadcast publicly.

To perform or display a work "publicly" is defined as:

*To perform or display it at a place open to the public or at any place where a substantial number of persons outside of a normal circle of a family and its social acquaintances is gathered...U.S. Code, Title 17, Section 101.*

*"Performances in places such as clubs, lodges, factories, summer camps and schools are public performances subject to copyright control." H.R. Rep. No. 94-1476, 94<sup>th</sup> Congress, 2<sup>nd</sup> Session (1976) pg. 64.*

Anyone that violates the U.S. Copyright Act subjects him/herself to statutory damages, forfeiture of equipment and tapes, attorney's fees and costs of litigation. The penalties for copyright infringement may also include substantial fines and imprisonment.

### Frequently Asked Questions About Copyright

"Do we need a license if we are not charging admission?" Yes, the copyright laws apply whether or not admission is charged.

"What about tapes that I own?" The purchase or rental of a DVD from a local video store or rental outlet is for home use only and does not carry with it the right to show the work in a public or semi-public place. Also, ownership of a DVD that contains an unlawfully copied movie/song is a violation of copyright laws.

"Can I tape a television program at home and show it at my organization's meeting or event?" Each station network has different procedures and policies. Check with the Facilities office.

"What about Netflix or similar streaming services?" The same rules apply for these services as for rented and purchased DVDs, etc.

\*Borrowed from *Public Performance Videocassette Programming with Swank Motion Pictures, Inc.*

### Important Contact Information

Morgan University Center and Event Services	(931) 221-6617
Department of Music	(931) 221-7818
Mabry Concert Hall Box Office	(931) 221-7818
Mabry Concert Hall Technical Director	(931) 221-7813
APSU Campus Police	(931) 221-7786
Campus Parking and Transportation	(931) 221-7405
Office of Information Technology	(931) 221-4357
Sodexo Catering	(931) 263-4390

# Mabry Concert Hall Inspection

Group:	Primary Contact:
Reservation Dates:	Spaces Used:
Pre-Inspection By:	Post-Inspection By:

**KEY & ABBREVIATIONS:**

NC: NEEDS CLEANING  
 NSC: NEEDS SPOT CLEANING  
 NP: NEEDS PAINTING  
 OO: OUT OF ORDER

NR: NEEDS REPAIR  
 RP: NEEDS REPLACING  
 SC: SCRATCHED

**KEY AREA ABBREVIATIONS**

S: STAGE  
 H: HOUSE  
 T: TERRACE

B: BALCONY  
 W: WING  
 L: LEFT

R: RIGHT  
 B: BACK  
 F: FRONT

	Mabry Concert Hall House				Costs:
	Pre-Event	Notes	Post-Event	Notes	
Trash					
<b>House Main Level</b>					
Floors					
Walls					
Chairs					
Railing					
Doors					
Elec. Fixtures					
Light Bulbs					

<b>House Balcony Level</b>					
Floors					
Walls					
Chairs					
Railing					
Doors					
Elec. Fixtures					
Light Bulbs					
<b>House Sound/Light Locks</b>					
Floors					
Walls					
Doors					
Light Bulbs					

	<b>Mabry Concert Hall Stage</b>				Costs:
	Pre-Event	Notes	Post-Event	Notes	
Trash					
<b>Main Stage</b>					
Floors					
Acoustic Doors					
Acoustic Ceiling Panels					
Battens					
Electric Winches					
Down Lights					
Electrical Sockets					
<b>Orchestra Stage</b>					
Floors					
Walls					

Electrical Sockets					
Electrical Sockets					
Railings and Barriers					
<b>Stage Right Wing</b>					
Floors					
Walls					
Electrical Sockets					
Arbor/ Counterweights					
Comm Headsets					
Lighting Control Box & Monitors					
<b>Stage Left Wing</b>					
Floors					
Walls					
Electrical Sockets					
Winch Drums					
Comm Headset					
Stage Monitor					
<b>Piano Storage</b>					
Floors					
Walls					
Electrical Sockets					

	<b>Mabry Concert Hall Equipment</b>				Costs:
	Pre-Event	Notes	Post-Event	Notes	
<b>Sound</b>					
Wireless Handheld Microphones					

Wireless Microphone Packs					
P16s					
Wired Microphones					
XLR Cables					
WING					
X32					
S32 Stagebox					
S16 Stagebox					
DI Boxes					
Mic Stands					
Snakes					
¼” Cables					
Main House Speakers & Subs					
Balcony Speakers					
<b>Lights</b>					
Aux Can Lights					
Aux Ellipsoidal Lights					
Q Pars					
Moving Lights					
Lighting Trees					
ETC Ion Console					
DMX					
Power Cables					
ETC Gateways					
EatherCon					
<b>Instruments</b>					
Steinway Piano					
Bosendorfer Piano					

Harpichord					
Celesta					
Organ					
Organ Speakers					
<b>Stage Misc.</b>					
Concert Chairs & Racks					
Stage Risers					
Music Stands					
Concert Shells					
Conductor Podium					
Lecterns					
Tables					
<b>Video</b>					
PTZ Cameras					
Hyperdeck Recorders					
X32 Compact					
Video Switcher					
Camera Controller					
SDI Cables in Control Room					
SDI Cables in House					
Smart View Monitor					
Multiview Monitor					
Video routers and networking					
<b>Projection/Show Control</b>					
Projector					
Production Computer					



Audio Interfaces					
Reference Speakers					
NAS Storage					
Stream Decks					
Decklink Duo					
Multiview Monitor					

	<b>Mabry Concert Hall 3<sup>rd</sup> Floor Level</b>				Costs:
	Pre-Event	Notes	Post-Event	Notes	
Trash					
<b>Projection Booth</b>					
Projector					
Follow Spots					
Audio Monitor					
Speakers					
Fans					
Floor					
Walls					
Ceiling					
Lights					
Electrical					
Window					
Communication Headsets					
<b>Catwalks</b>					
Floor					
Stairs					
Railings					
Electrical Outlets (Eddison)					

Electrical Outlets (Stage Pin)					
DMX Cables					
Lighting Fixtures					
Work Lights					

	<b>Mabry Concert Hall Control Room</b>				Costs:
	Pre-Event	Notes	Post-Event	Notes	
Floor					
Walls					
Acoustic Treatment					
Ceiling					
Lights					
Windows					
Electrical					
Furniture					
RF Blades					
Network Switches					
Racks					
Lighting Control Box					
Comm. Headsets					
Trash					

	<b>MMC Lobby</b>				Costs:
	Pre-Event	Notes	Post-Event	Notes	
Floors					
Walls					
Furniture					
Doors					
Elec. Fixtures					

Light Bulbs					
Trash					

	<b>MMC Mezzanine</b>				Costs:
	Pre-Event	Notes	Post-Event	Notes	
Floors					
Walls					
Furniture					
Doors					
Elec. Fixtures					
Light Bulbs					
Trash					

	<b>MMC Ticket Booth</b>				Costs:
	Pre-Event	Notes	Post-Event	Notes	
Floors					
Walls					
Furniture					
Doors					
Elec. Fixtures					
Light Bulbs					
Counter					
Gate					
Trash					

	<b>MMC Hallways</b>				Costs:
	Pre-Event	Notes	Post-Event	Notes	
Floors					
Walls					
Furniture					
Doors					

Elec. Fixtures					
Light Bulbs					
Trash					
	<b>Dressing Rooms</b>				Costs:
	Pre-Event	Notes	Post-Event	Notes	
<b>Men's Dressing Room</b>					
Floors					
Walls					
Furniture					
Sinks					
Toilets					
Showers					
Trash					
Light Bulbs					
<b>Women's Dressing Room</b>					
Floors					
Walls					
Furniture					
Sinks					
Toilets					
Showers					
Trash					
Light Bulbs					
<b>Dressing Room A</b>					
Floors					
Walls					
Furniture					
Sinks					

Toilets					
Showers					
Trash					
Light Bulbs					

	Additional Space Used: _____				Costs:
	Pre-Event	Notes	Post-Event	Notes	
Floors					
Walls					
Furniture					
Doors					
Elec. Fixtures					
Light Bulbs					
Trash					

	Additional Space Used: _____				Costs:
	Pre-Event	Notes	Post-Event	Notes	
Floors					
Walls					
Furniture					
Doors					
Elec. Fixtures					
Light Bulbs					
Trash					

	Additional Space Used: _____				Costs:
	Pre-Event	Notes	Post-Event	Notes	
Floors					
Walls					
Furniture					
Doors					

Elec. Fixtures					
Light Bulbs					
Trash					
	<b>Additional Space Used:</b> _____				Costs:
	Pre-Event	Notes	Post-Event	Notes	
Floors					
Walls					
Furniture					
Doors					
Elec. Fixtures					
Light Bulbs					
Trash					

**Additional Comments/ Notes:**

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

**Pre-Event Inspection**

\_\_\_\_\_  
Reserving Group                      Date

\_\_\_\_\_  
Technical Director/ Manager      Date

**Post-Event Inspection**

\_\_\_\_\_  
Reserving Group                      Date

\_\_\_\_\_  
Technical Director/ Manager      Date







