

## **Performing Arts Center Scheduling Guidelines**

*The following guidelines will be used in determining which events will receive priority scheduling. These guidelines are intended to assist management in avoiding a situation where an event, which has lower priority or may be more appropriately located in another facility, is confirmed and precludes a use with higher priority. These guidelines are incorporated by reference into the PAC's Usage Policies.*

For the purposes of preparing a calendar of events, the PAC's season will be defined as September 1 through August 30. On an annual basis, the Managing Director will prepare a recommended schedule of events, which will be submitted to the CCPACC. The schedule will be reviewed by the CCPACC, which will then make a recommendation to the University President.

By virtue of the Operating Agreement for the PAC, Cal Poly has the right to schedule 12 **Priority Dates** within a season. These Priority Dates must be placed on the Center's calendar no later than January 30 of any given year for the season beginning the following September.

Approved dates for qualifying organizations may be pre-arranged for Harman Hall by the Performing Arts Center Commission (CCPACC) and are to be listed in the PAC's Procedures Manual. These **Annual Holds** may be held for up to a four year period by the Managing Director, but are subject to annual review by the CCPACC during the scheduling process.

Events for the public benefit take precedence over private events. Therefore, the priorities for use, listed in order, shall be:

- (1) Public, performing arts events sponsored by SLO County, not-for-profit groups.
  - In addition to community-based organizations designated as not-for-profit by the government, this category includes government and public educational institutions.
  - Holds may be placed up to 48 months in advance.
  - A reservation may be approved up to 18 months in advance.
  
- (2) Other types of clients including not-for-profit sponsors from outside the local area and commercial sponsors holding public, performing arts events.
  - Holds may be placed up to 18 months in advance.
  - A reservation may be approved up to 12 months in advance.

- (3) All sponsors holding non-performing arts and private events.
- Holds may be placed up to 12 months in advance.
  - A reservation may be approved up to 9 months in advance.

The reservation & confirmation process is:

1. A date reservation requested by the Client group.
2. PAC places a hold for that date on the calendar.
3. Client group submits completed paperwork and appropriate deposit.
4. PAC confirms the reservation.

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Longer-term commitments may be made for activities such as a conference, with the approval of the CCPACC and the university president.

Over-lapping requests:

Should two clients request dates that over-lap and the conflict can not be mutually resolved, management will award the date based on the relative scale and significance of the event, the income potential to the PAC, the reputation of the Client and the Client's history with the PAC, plus other considerations as may be appropriate.

Certain dates may be subject to reservation restrictions:

- The center will be dark on the following holidays:
  1. Christmas eve, after noon
  2. Christmas day
  3. Thanksgiving Day
- The center is not available for private events on the following holidays:
  4. Thanksgiving eve
  5. New Years eve
  6. New Years day
  7. Easter day
- The center may apply special restrictions or criteria for events scheduled on certain special occasions, including, but not limited to:
  8. Anniversary & other special dates associated with the PAC, FPAC, the City of San Luis Obispo, Cal Poly State University SLO, the State of California, and the United States of America

All exceptions to these guidelines must be approved by the CCPACC.

Once Cal Poly's Priority Dates and Client's Annual Holds are placed on the annual calendar, the Managing Director may accept reservations for use based on the following criteria:

- 1) **Harman Hall** -- Major concerts, performances and other performing arts events, scheduled for Harman Hall and anticipating audiences of 500 or more will have priority over other uses. Secondary consideration will be given for activities other than performing arts, anticipating audiences of 800 or more.

- 2) **Main Lobby** -- The lobby should be reserved for patrons attending events in Harman Hall or the Pavilion. Events scheduled for the lobby must not interfere with events in either performance space, with their preparation and logistical arrangements. An event in a lobby, not part of a performance event, may be confirmed up to six months in advance of the event.
- 3) **Founder's Lounge** -- Priority use of the Founder's Lounge belongs to the service of PAC Founders before performance events in Harman Hall and at intermission. Campus and community groups are encouraged to use the Founder's Lounge. However, the intent is not to use this space as a regular conference room for standing meetings. It may be used for distinctive events. Priority for use will be given to groups associated with the PAC, especially Cal Poly, the Foundation for the Performing Arts Center and the City of San Luis Obispo.
- 4) **Pavilion** -- The Pavilion is intended primarily as a rehearsal and performance space to accommodate audiences up to 350 patrons. Priority will be given to performance events; Secondary priority will be given to rehearsals for events which will take place at the PAC. If the Pavilion is to be used for other kinds of events, they should be of sufficient scale to justify use of the space.
- 5) **Philips Hall** -- Unlike the rest of the PAC, the lecture hall comes under the jurisdiction of Academic Affairs at Cal Poly and its primary use is as a classroom. The scheduling of classes takes precedence over any other use and is handled through Academic Affairs staff.

The PAC staff will coordinate scheduling of the Philips Hall for events and activities other than classes. After classes are scheduled, University colleges, departments or divisions will have priority use of the lecture hall. Requests for Use will be sought specifically from the Department of Music and the Department of Theatre and Dance. All timely University requests will be honored first. Community use of the lecture hall is possible if there is no demand by the University at the requested time.

Reservations for use of the Philips Hall for other than classes may not be confirmed until the classes are scheduled for the University term in which the use is requested to occur. If the request is received by the PAC prior to the beginning of the University term when the use will occur, a reservation may be made but not confirmed.

- 6) **Harman Hall Stage** -- The stage is intended for performance and shall not normally be scheduled for any other use. Banquets may not be held on the stage without authority granted by the CCPACC.
- 7) **Dressing Rooms and Green Room** -- These rooms are intended for the use of performing artists and shall not normally be scheduled for any other use. PAC Management should use its best efforts to allocate dressing room space in a fair and

equitable way when there is concurrent or sequential use of Harman Hall, the Pavilion and/or Philips Hall for rehearsals or performance events.

- 8) **Plaza** -- Events held on the Plaza shall not interfere with the normal patron or emergency access and traffic flow to events inside the PAC. Neither should they interfere with the normal operation of streets and parking lots in proximity to the PAC, or cause unwarranted disturbance to the campus or community.

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John Dunn, Chair

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Date

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Harry Sharp, Secretary

\_\_\_\_\_  
Date

Approved by the CCPACC  
September, 1997  
Amended November 5, 1998