

Mason Hall Policies

Rev. February 28, 2008

School of Music
SUNY Fredonia
User Services Policy Manual

1.0 Purpose of Mason Hall

Mason Hall is an educational facility of the State University of New York and is home of the School of Music. Mason Hall comprises Rosch Recital Hall, Diers Recital Hall, several rehearsal rooms, practice rooms, classrooms, labs, recording studios, faculty offices and teaching studios, and student and faculty lounges.

2.0 Responsibilities

2.1 Responsibility of Director

The responsibility for the management of Mason Hall rests with the Director of the School of Music (henceforth called Director). These policies set the framework within which the Director will exercise his/her independent discretion and judgment. Management responsibilities include a parallel authority to carry out planning, directing and controlling functions as required to maintain the facility and determine its proper use.

2.2 Staffing

The Director delegates scheduling and management of Mason Hall Facilities to specific support staff, which will include the Director of Facility Operations. Scheduling may be further delegated to a Scheduling Coordinator. The staff works with the Director to ensure adherence to policy, to interpret the policy, to educate the users about policy, and to encourage the care and well-being of both facility and user.

3.0 Purpose of Policies

The purpose of this manual is to set forth the rules, regulations and procedures by which the whole of the Mason Hall facility is run. This manual describes in detail the expectations that users should have of the facility.

4.0 Scheduling

4.1 Spaces Scheduled

Spaces scheduled and controlled by the Director include Rosch Recital Hall and Diers Recital Hall (and their adjacent lobbies and support spaces); rehearsal rooms; practice rooms; classrooms; labs and recording studios. Offices and office/studios are assigned to faculty and staff by the Director, and may only be scheduled for other activities with the consent of the faculty or staff member(s).

4.2 Scheduling planning

Scheduling for Mason Hall for the following academic year begins in October and is accomplished in several phases as listed below.

4.3 Scheduling Procedure

Scheduling will be completed in order of Priority Group according to their respective deadlines (I – V). A potential facility user may check availability in the Music Office by checking the EMS electronic calendar. To request a facility, the Mason Hall Event Scheduling Request Form must be completed. These forms must include the type of event, the purpose, dates and times of performances, rehearsal times, ticket prices if any, support space needs, and any additional information that will help the School of Music know more about the event, the audience or participants. Once approved, the event will be confirmed with the user via e-mail and the event will be entered onto the Campus Calendar. The Central Ticket Office must be notified if tickets are to be sold.

4.4 Priority Groups and Timelines

The following priority group listing will be used as a guideline for scheduling space allocation. Deadlines have been established to protect priority group's standings. Scheduling request forms received after the published deadlines will be served on a first-come, first-served basis.

Priority Group I (October - January)

Generally, this group represents the academic functions of the School of Music: all academic courses and activities, including classes, ensemble rehearsals, curricular performances, juries, hearings and examinations; recruitment activities, such as orientation days and audition days; and special events and programs sponsored by the School of Music, such as a high-profile series (i.e. Rosch Recital Series), camps, and major residencies. This group does not include student recitals, master classes, faculty and guest recitals, etc.

The scheduling of this group for the following academic year is an ongoing process through the Fall Semester, starting in October.

Priority Group II (after February 1)

The Office of the President, the Vice President for Academic Affairs, and the Dean of the College of Arts and Humanities.

Priority Group III (after February 15)

School of Music faculty and guest artist recitals, master classes, and special programs/projects

Priority Group IV (after March 1)

Student recitals. Other performances and events not specifically within the School of Music may also be scheduled if they are linked to our education programs and mission of the School of Music, such as Ethos, SOTA, MENC, and other such activities as approved by the Director.

Priority Group V (after April 1)

School of Music affiliate organizations (*e.g.* Western New York Chamber Orchestra, Chautauqua Children's Chorale) and the primary, non-revenue generating activities of University units and student organizations not included in higher priority groups.

Priority Group VI (after April 1)

Any activity not in Priority Groups I-V, such as revenue generating campus activities and groups and individuals not affiliated with the university.

4.5 Hold Policy

It is not possible to "hold" a date. An event that is scheduled will be assumed to be firm and definite. Users are asked to make sure the School of Music is informed immediately of any cancellations. The user is to inform the Director of Facility Operations and the Scheduling Coordinator of any cancellations.

4.6 Publication of Calendar

The Scheduling Coordinator will coordinate the maintenance of the electronic calendar of Mason Hall activities, which is to be used and referenced by faculty, students and various campus offices.

4.7 Late Requests

Facility requests submitted after the deadlines above will be accommodated to the fullest extent possible. In general, such requests will be honored on a first-come first-served basis.

4.8 Last-minute Cancellations and Postponements

Public events are often publicized on campus, in the media, through Rockefeller Arts Center, and other means. In order to minimize the potential embarrassment of a cancellation, the group or individual representing the event is required to:

1. Notify the Scheduling Coordinator immediately of the situation.
2. Post appropriate notices
3. Arrange for someone to be at the venue at event time to meet those who may not have otherwise been informed.

4.9 Publicizing Only Approved Events

Users are expected to refrain from announcing or publicizing an event in any way until an e-mailed confirmation of the booking has been received by the user from the Director or his/her designee.

4.10 Student Recitals, studio recitals, non-curricular recitals, etc.

The School of Music provides performance space on an as-needed basis, first come, first served. An effort is made to accommodate student recitals as the higher priority. Diers Recital Hall and Rosch Recital Hall are the principal locations for these events and, while there is often preference for one or the other, both are equally viable for performance. The School of Music intends that a student will be able to perform at least one formal solo recital in Rosch Recital Hall according to the following guidelines:

Students may schedule their recital in Rosch Recital Hall if they are performing one of the following: Graduate, Graduation, Honors Graduation, Senior Performance or 2nd Performer's Certificate Recital. A student must schedule their recital in Diers Recital Hall if they are performing one of the following: Junior Performance, 1st Performer's Certificate or a Non-mandated Recital. Pianists and percussionists may schedule any of their recitals in Rosch. Specific policies are included in the Student Recital Request Form.

Due to the high demand for Rosch Recital Hall, studio recitals are to be scheduled in Diers Recital Hall.

Student recitals are to occur during Fall and Spring Semesters. They may not be scheduled during breaks and holidays when classes are not in session, nor the following:

- The weekend adjacent to Fall break and Easter

- The weekend(s) adjacent to Thanksgiving break and Spring break

- Dead week and the weekend following dead week

- Finals week

Exceptions with permission of the University, through the Director of the School of Music.

4.11 Dead Week and Finals Week

No production or performance involving students or directed primarily at student audiences shall be scheduled starting seven days prior to the first day of final exams through the last day of exams. Events may occur on the evening of the last day of final exams. Exceptions to this prohibition should be addressed to the Director and must be approved by the Dean of the College of Arts and Humanities. This policy does not include performance activities that serve as the final exam measure, such as juries, which are to occur specifically during the exam week.

4.12 Right to Deny Non-Curricular Bookings

The School of Music is under no obligation to approve scheduling requests by extracurricular and outside users when, in the Director's sole judgment, the facilities of Mason Hall are inappropriate for the function; the nature or elements of the event may cause risk or damage; the event cannot be properly staffed; or the event is in conflict with the missions of the School of Music or SUNY Fredonia.

5.0 Contracting

5.1 Contract approval

Sponsors must submit any artist's contracts, riders, and/or letters of agreement to the Director for review, further consultation and approval before the contract is signed.

5.2 Charges for use of Mason Hall

Charges for activities in Mason Hall are based on the Priority Groups as stated in Section 4.4. Charges include facility rental, personnel fees for services and maintenance charges on equipment and instruments based on the fee schedule of the School of Music (see Appendix A). If the School of Music or the University must rent equipment that is not normally

available, those charges will be passed along to the user in all circumstances. If the use of Mason Hall is held when classes are not in session, all users may be subject to facility rental and personnel charges.

Priority Groups I – IV are not subject to any charges. Priority Group V is not subject to facility rental charges but is subject to personnel charges. Priority Group VI is subject to all facility rental and personnel charges.

5.3 Early Bookings

Occasionally a commitment to an event must be made farther in advance than provided by the normal scheduling timetable. In such cases, the Director, after consulting with the School's chairpersons, has the discretion of advanced assigning dates.

6.0 Ancillary Spaces

6.1 Backstage Support Spaces

There are very limited backstage support spaces in Mason Hall. The needs must be clearly specified at the time of the initial request to avoid misunderstandings about what can and cannot be provided.

6.2 Receptions

Receptions must occur in the student lounge, unless an alternative is specifically approved.

7.0 Procedures and Staff for Access and Security

7.1 Access and Security

Access to Rosch Recital Hall is by use of a designated Key Card. No traditional key will be issued. The Director delegates hall security to the Director of Facility Operations, who is to monitor the activities of the Hall and unlock doors for public events.

At this time, all other facilities of Mason Hall are accessed by keys, some of which can be checked out for a short term from the Music Office. Certain keys (including the FredCard) may be issued to faculty and students by completing a request form in the Music Office. Issued keys require a refundable cash deposit when received.

7.2 Activities when Mason is closed

No events, activities, rehearsals, classes, or any other use of the Mason facilities should occur in the School of Music when Mason Hall is officially closed. Events and activities that require or may require the attendance of students should not occur during academic breaks.

7.3 Personnel Requirements

Final determination of personnel requirements for the presentation and support of an event will be with the Director.

8.0 Information about other services

8.1 Recording

The School of Music normally records all concerts occurring in the performance facilities for the purpose of archive and students' direct educational value. Some professional contracts do not allow this feature, and the School of Music will not record the event when this is the case.

8.2 Box Office

No outside sponsor of a performance event may charge admission without using the Central Ticket Office. The Central Ticket Office provides ticket printing, box office services and personnel at established rates.

8.3 Ushers, House Managers and Stage Managers.

The Director of Facility Operations will organize, train and assign appropriate staff for an event as requested and required. The School of Music routinely uses student organizations to assist with ushering and stage management. No usher or stage assistant may serve without having received appropriate training by the Director of Facility Operations, or designee.

8.4 Concessions

Concessions are not provided by the School of Music.

8.5 Programs

Concert programs are the responsibility of the user. If the event is a presentation of the School of Music, final preparation of programs is an activity of the Community Relations Director, and information must be coordinated with that office according to program preparation guidelines.

8.5.1 Student Recitals

A camera ready copy of the program must be approved before it is duplicated. Please see "Student Guidelines for Recital Programs" in the Music Office.

8.5.2 Other presentations

All other presenters must prepare and provide their own programs: projects of student associations and all outside users.

8.6 Cameras, Audio and Video

When audio and/or video are part of the presentation, the house systems should be used whenever possible. When the house systems need to be modified, the campus tech services should be contacted and utilized if possible. If it is proven to be necessary to bring in audio and video equipment from the outside, the group will be responsible for providing the equipment, setting it up, operating it, and any associated costs. All other cases of audio, video and photographic equipment, with or without flash are generally prohibited. Members of the audience will be asked to check such equipment with the House Manager. For certain informal events, use of cameras and/or tape recorders may be arranged in advance by mutual agreement between the artist(s), the sponsor, and the Director.

8.7 Pianos, Harpsichords, tuning services

Keyboard needs for performances are to be ordered on the Scheduling Request Form. A copy of the form is forwarded to the Head of Piano Technical Services who, at his/her sole discretion, will determine instruments and service requirements based on performance criteria and scheduling considerations. Piano Technical Services will provide tuning and any other necessary service for each public performance. Users must communicate their piano and harpsichord service requirements directly to the Head of Piano Technical Services at least three weeks prior to the event. Additional lead time may be needed if the event will utilize more than one instrument or other special needs. The pianos and harpsichords must be protected from damage at all times, including general abuse, careless preparations, striking objects or walls when moving the instrument. Users should close the instruments and place protective covers on each after use. The Tyre harpsichord is reserved for use by faculty and ensembles only. The Tyre is not to be used for student recitals.

Unless specifically approved by the Head of Piano Technical Services, the following are prohibited: attaching or fastening anything to pianos, removing lids of pianos, "preparing" pianos or nontraditional performance techniques requiring manipulation of any interior parts of the piano, striking any part of the piano, etc. If a "prepared" piano performance is to be programmed, arrangements must be made well in advance with Piano Technical Services to receive specific permission and determine the instrument to be used.

Sponsors in Priority Groups IV and V may be required to pay a fee for use and service of pianos and harpsichords. Such fees will be determined and billed according to the fee schedule (see appendix A).

8.8 Other Equipment specification and approval

The facilities in the School of Music are specifically designed for music and musical presentations. Projects that utilize theatrical sets, dance, art installations, etc., may be impossible to support in Mason Hall. The Director will, at his or her sole discretion, determine whether a project uses a facility in a way that inappropriately alters the spaces, creates safety concerns, or threatens to damage the facility. In all cases, the user of the space is fully responsible for load-in and set-up, and for the removal of these items immediately following the event. At any point, should there be an issue raised regarding the well-being of person or facility, the user is required to satisfactorily address the concern or otherwise cancel the event.

8.9 Lost and Found

Such articles should be turned into the School of Music office.

9.0 General House Rules

9.1 Smoking, food and drink

No smoking is allowed anywhere in Mason Hall. No alcoholic beverages are allowed anywhere in Mason Hall except by rare special contract arrangement. There are no foods or beverages of any type allowed in the performance facilities or the instructional labs.

9.2 Souvenir sales

Souvenir items such as recordings, souvenir programs, t-shirts, buttons, etc—related or unrelated to an event—are subject to advance written approval by the School of Music. The School of Music reserves the right to collect a house commission determined from time to time by the Director and published in the fee schedule (faculty, staff, and affiliate events are exempt). See appendix A.

The Director reserves the right to prohibit the sale or display of items at his/her discretion. The location and manner of selling items shall be at the discretion of the Director. The Director at his/her sole discretion may disallow any sales.

9.3 Opening the House

It is standard practice that the house shall open no later than one-half hour before the scheduled start time.

9.4 Late Seating

In an effort to make all events more enjoyable for both the audience and the performers, late seating will be at the discretion of the performing artist and enforced by the Director of Facility Operations or his/her designee.

9.5 Cell phones and pagers

The facilities of Mason Hall are not equipped or staffed to page an audience member or manage a page. Audience members are asked to turn off or silence all pagers and cell phones before entering the hall.

9.6 Amplification

Both Rosch Recital Hall and Diers Recital Hall have amplification systems that are appropriate for a lecture, and Rosch has a simple mixer that can be used for the amplification of smaller groups. Neither hall is set up for amplifying larger groups or for providing high volume levels, as are expected in certain styles of music. In these cases, the group will be responsible for providing the equipment, setting it up, and operating it. The School of Music reserves the right to determine maximum decibel levels for amplified sound. The Director, the Director of Facility Operations, or his/her designee must be provided access to the master volume control of sound systems to ensure that maximum levels are not exceeded.

9.7 Complimentary Tickets

In accordance with State University Policy, press radio and television representatives, on work assignments, shall be admitted free of charge to any public event that is staged in University facilities. Only one ticket per press/media organization will be provided. The name of the organization and the attending representative must be provided or given one week in advance to the Director who, in turn, will contact the Central Ticket Office. Only the designated representative will be allowed use of the ticket.

For events ticketed by the Central Ticket Office, four complimentary tickets to each performance will automatically be set aside for the use of the Director. These tickets may be distributed to visiting dignitaries, state officials, guests of the college, and others at the

discretion of the Director. The Director will, at his/her discretion, release all tickets s/he is reasonably certain will be unused at least one half hour before curtain time.

Sponsors may provide additional complimentary tickets at their discretion by making arrangements directly with the Central Ticket Office.

9.8 House Seats

In addition to the complimentary tickets above, the Central Ticket Office shall set aside a specified number of tickets as "house seats." These seats cannot be released or sold without the express permission of the Director or the Director of Facility Operations. The primary purpose of the house seats is to rectify reservation errors and seating problems; at the discretion of the Director, they may also be issued to VIPs and special guests in the event of sold out shows. However, sponsors are encouraged to set aside extra seats that they can release at their own discretion if sell-outs are anticipated. The location of the house seats shall be determined by the Director. The number of seats set aside shall be four each in Rosch Recital Hall and Diers Recital Hall.

9.9 Rosch Recital Hall Seating

The main floor of Rosch Recital Hall seats 292 people, the balcony seats 134 and the choir loft can seat as many as 71 people. If an audience is projected at less than one-half of the main floor capacity, the balcony will remain closed unless the user specifically requests otherwise.

9.10 Equipment Removal

Sponsors of events in Rosch and Diers Recital Hall using chairs, stands, props and related materials are expected to remove these items immediately following the conclusion of the performance and return the spaces used to their "normal working condition." Chairs and stands shall be stacked and returned to their storage location backstage.

9.11 Music Licensing Fees

Sponsors in Priority Groups IV and V may be required to pay a pro-rated share of music licensing fees. These license fees are paid by the School of Music to ASCAP and BMI. Such fees will be determined by the Director and published in the fee schedule (see appendix A).