

CAPLES FINE ARTS COMPLEX USE POLICY

The following policies and procedures apply to both internal use and outside rental functions held at the Caples Fine Arts Complex, specifically the **Mildred Sainer Music and Arts Pavilion** (Pavilion), **Betty Isermann Gallery** (Gallery), **PepsiCo Arcade and Forum** (Arcade & Forum) and the **Lota Mundy Music Building** (Classrooms).

Requests for use of the above facilities should be submitted to the New College Director of Campus Space Scheduling either at CFA 307 (office) or COH 104 (mailbox) or using the CFA request [form](#) or Virtual EMS: <http://131.247.152.95/VirtualEMSProfessional/BrowseEvents.aspx>. (Please note students can not make direct request through EMS). Please direct questions to the Director of Campus Space Scheduling at 2-4665 or jthomas@ncf.edu.

Please note that academic use of classrooms in the Complex must be scheduled through the NCF Registrar Office (2-4230) and not through Campus Space Scheduling.

GENERAL CONTRACT PRINCIPLES

| | |
|------------------|--|
| EVENT TYPES: | The facilities are intended for the visual and performing arts. Functions relating directly to the arts and humanities are encouraged and approved using the policies and procedures outlined below. There are two types of event usage New College internal and external rentals. |
| PRIORITIES: | Scheduling priority is given to New College's Humanities faculty with activities related to their academic programs; senior theses/projects have top priority. Remaining dates may then be assigned to New College faculty, students and staff who submit requests for instruction-related activities. Requests from faculty, student and staff will be considered against available dates with faculty requests given priority. Only in special cases will dates be assigned to student events (Dance Tutorial & Vagina Monologues) ahead of faculty request, at the discretion of the Director of Campus Space Scheduling and the Caples Committee. |
| PURPOSE: | The Pavilion and Arcade & Forum will not be used for regularly-scheduled classroom activity as this would preclude use for the types of special events deemed most appropriate for the facilities. Exceptions can be made for individual speakers or other special programs in connection with regular classes. |
| DISPUTES: | Problems arising from the execution and application of these policies will be referred to the Provost, who has agreed to these procedures but retains ultimate authority in matters of space allocation. |
| APPLICABLE LAWS: | The Event Organizer, his or her officers, employees, members, agents, contractors, and invitees must obey the College's rules and policies and/or any applicable municipal, county, state and/or federal laws. |
| PROPERTY: | The Event Organizer shall not remove any of the College's property nor install, remove or structurally alter any of the College's fixtures or equipment without the advance written permission of the Director. The event organizer will immediately inform the Director of any loss of or damage to the facilities. |

DAMAGE/LOSS: The Event Organizer will be held responsible for damages and/or loss sustained to the Caples Fine Arts Complex during set-up, break-down or the event itself.

NAME: Pre-approval of all printed promotional material for functions being held at the Caples Fine Arts Complex is required. Copies of all distributed promotional material should be furnished to the Director.

CANCELLATION: The College may cancel the event because of severe weather conditions (hurricane watches, warnings, etc.) or other unforeseen dangers. The Director or designee will consult with the New College Emergency Management Team in deciding whether to allow the event to take place. The event organizer will also be consulted, if available, and will be informed of any decision to cancel the event and the reasons for such action.

EVENT RESTRICTIONS

HOURS: The facilities of the Caples Fine Arts Complex are available for use seven days a week. Except Holidays and dates, the college is closed in conjunction with those Holidays. **The Director must approve exact rental hours, no functions may occur between the hours of midnight and 7:00am.** In some instances, approval by the Sainer Use Committee and/or the Provost's Office may be necessary.

CAPACITY: **Pavilion – 260: Gallery – 150: Arcade & Forum – 350: CFA 211-20 / 212 – 25**

SHOWTIMES: Shows or events running two hours or more Monday through Saturday will start at 7:00 pm. *
Shows or events running one hour Monday through Saturday can start at 8:00 pm. *
Saturday Matinee's will start at 2:00 pm. *
Sundays are setup and breakdown days for student shows or events running multiple days.
Student shows or events can only be booked for a maximum of three performance days.
***These restrictions may not apply to outside rentals or events, their application will be determined by the Director, Campus Space Scheduling.**

SCOPE: The scope of each function, including catering, decorations, staging, lighting, floor plans, etc. must be approved in concept by the Director.

OPEN FLAME: **No open flames, including candles, are permitted inside the Pavilion, Gallery or classrooms.** Exceptions must be approved in advance and will require the consultation and possible presence of a fire marshal.

VENDORS: New College of Florida requires that all outside vendors be approved. A preferred vendor list is available from the Director. All new vendors must provide proof of insurance, Federal Tax ID number and appropriate licenses for our records. We reserve the right to deny access to any vendor or service that does not meet our approval.

FOOD/BEVERAGE: Food and beverage are permitted in the Gallery, Arcade & Forum and the classrooms. **No food, water or beverages are permitted in the Sainer Auditorium** and must be confined to the lobby.

ALCOHOL: Persons under the age of 21 shall not be served nor given alcoholic beverages. The external/internal event organizer assumes full responsibility for attendees' intoxication and subsequent actions. No alcohol may be sold at the event.

Alcohol is not permitted at student-initiated events in the Caples Fine Arts Complex. Students are not permitted to have or use alcohol in classrooms, practice rooms, labs, or studios throughout the Caples Complex.

- SMOKING:** The Pavilion, Gallery and classrooms are non-smoking facilities.
- SOUND:** The College retains the right to control the volume of any music played indoors or out. Outdoor music must stop by 11:00pm due to ordinance restrictions.
- SPECIAL EFFECTS:** The Director must be made aware of any special effects that will take place during events or performances that could cause harm or injury (i.e. strobe light, gun shot, etc.).
- CONTROL BOOTH:** All Event Organizers who are using the Pavilion and their technicians are required to be trained on Pavilion equipment before the first day of their show or event. **No eating or drinking is permitted in the Control Booth.** Only trained and authorized persons are allowed in the booth.
- INTERNET ACCESS:** You must not use NCF resources and/or facilities to gain or attempt to gain **unauthorized access** to remote computers or network. Granting access to NCF resources to individuals external to the University through your network connection is prohibited. You must not deliberately perform an act which will seriously impact the operation of computers, peripherals, or networks. This includes, but is not limited to, tampering with components of a network or otherwise blocking communication lines (**Denial of Service Attacks**), or interfering with the operational readiness of a computer.
- STORAGE:** All stage sets, props, musical instruments, decorations and other materials must be removed from the Caples Fine Arts Complex as part of clean-up. No items may be left in the storage rooms without the advance authorization of the Director. Failure to remove all items will result in confiscation and possible fees.
- STAGE** Taps, metal cleats or other shoes that may cause damage to the stage surface may not be worn at any time.
- ADMISSION PRICE:** With the exception of outside musical groups, no A&S sponsored activities may charge admission for events.
- PARKING:** Events expecting more than 150 attendees may require special parking arrangements. These arrangements must be made at least twenty (10) days prior to the event. It is the responsibility of the Licensee to make these arrangements. The New College Police does not provide parking services or traffic control. The Director is available to assist you with this service.
- RESTROOMS:** The restrooms of the Complex will be made available to all outdoor functions taking place in the Caples Fine Arts Complex.
- ANIMALS:** With the exception of Seeing Eye or hearing dogs, no animals are allowed in the Caples Fine Arts Complex.

WORKS OF ART

- INSURANCE:** New College of Florida does not provide insurance coverage for damage or theft for works of art displayed in the Caples Fine Arts Complex. Arrangements should be made to provide either independent insurance if necessary or supervision of exhibitions whenever the buildings are open for other events.

PAVILION
EXHIBITION:

In the Pavilion, works of art must be exhibited without using nails, tacks, adhesives, or any other devices that would leave a permanent mark on the walls. Please make use of the chain system, which is installed, throughout the lobby.