POLICIES FOR THE USE OF THE
BAILEY & KATHY AALFS AUDITORIUM
AT SLAGLE HALL
AT THE UNIVERSITY OF SOUTH DAKOTA
The facility is available for use and rental to campus and community organizations.

ACCESSIBILITY
Accessible seating locations for patrons in wheelchairs are located on the main level and are entered from a hallway entrance.

ADVERTISING AND PROMOTION
Publicity may not be distributed and use of the Auditorium may not be granted until the Facilities Use Agreement is approved and signed, and the event sponsor notified. Event sponsor agrees to read and adhere to University of South Dakota marketing requirements. Posters, flyers, and other promotional or informational materials may be placed only in designated areas on campus. All material, which includes the auditorium’s name, shall be reviewed by USD Marketing & University Relations prior to disbursement.

SEATING CAPACITY
The seating capacity of the main level is 570, and the upper level seating capacity is 718. It is suggested that other venues be considered if anticipated attendance at an event is less than 200 persons. Exceptions will be made based on acoustical factors, etc.

DAMAGES
Groups utilizing the facility and its equipment shall be responsible for damages due to vandalism, loss, or misuse. The university reserves the right to require event sponsors to pay a security deposit prior to the scheduled event.

DECORATIONS / FASTENING DEVICES
No material shall be attached to the walls, curtains, seats, doors, or other surfaces of the Auditorium without prior written approval of the Office of Student Life. Likewise, nails, screws, and other fastening devices shall not be permitted to be anchored into the stage floor or walls without prior approval of the Office of Student Life.

EMERGENCY
Event sponsors are expected to report and respond appropriately to emergency situations affecting the facility and people in Aalfs Auditorium by contacting the USD Police Department at 605-677-5342.

FACILITY USE AGREEMENT
All event sponsors are required to complete, sign and return the Facilities Use Agreement prior to any use of the facility. Aalfs Auditorium has not been reserved until event sponsor has been notified of reservation.
FEES
For Rate Schedule, please see appendix.

FIREARMS, EXPLOSIVES AND PYROTECHNICS
The use of firearms is prohibited on the campus of The University of South Dakota. Stage “firearms” will be allowed on stage if they are pertinent to the performance. Pyrotechnics and explosives are prohibited. The use of fog or haze is allowed. However, excessive amounts may trigger fire alarms outside the Auditorium. Please notify the Office of Student Life at least two weeks in advance if the show uses fog or haze.

FOOD AND DRINK
All food and drinks are strictly prohibited in Aalfs Auditorium and in the alcove (carpeted donor wall area). Food and drink may be permitted in the entryway and in the side hallways with prior approval from the Office of Student Life.

FRONTING
University student organizations, individuals, or departments may not serve as “fronts” for off-campus groups in order to gain free use of Aalfs Auditorium for the off-campus user. Events reserved by USD student organizations, individuals, or departments must fall under the following guidelines:

- The event must be conceptualized, planned, and managed by the University student organization or department and must be an organization or department initiative.
- Any costs associated with the event must be paid by the student organization and/or university department.
- The university will make the determination as to on-campus vs. off-campus sponsorship.

LATE SEATING
To respect the comfort and listening pleasure of the audience, ushers should ask late arriving patrons to wait quietly until an appropriate pause in the program. At that time patrons will be seated by an usher.

REHEARSALS
Rehearsals may be scheduled in the Auditorium only when it is prior to a performance in the same venue. Aalfs Auditorium may not be reserved for repetitive or regularly scheduled rehearsals. Exceptions may be made when appropriate rationale is provided and the space is not otherwise reserved.

RESERVATIONS
Reservations for use of the Aalfs Auditorium are made through the Special Events Office in the Muenster University Center. For reservations and rental information, call (605) 677-5398. First priority for reservations is given to The University of South Dakota. Other events are scheduled on a first come/first served basis, as resources are available. The University of South Dakota reserves the right to refuse reservation requests.
RESERVATION PROCEDURE
First Monday of March: Deadline for College of Fine Arts reservations for the following academic year. College of Fine Arts events booked after this date will be reserved as space is available.
Third Monday of March: Deadline for annual USD events. Events booked after this date will be reserved as space is available.
The Tuesday following the Third Monday of March: Reservations may be requested by off-campus groups that have reserved Aalfs Auditorium in the current year, for the same timeframe in the next year. If a group wishes to change the reservation (same event) to another date, they may do so starting the first Monday of April.
First Monday of April: Reservations may be requested for groups that have reserved Aalfs Auditorium in the current year, for a different timeframe (same event) in the next year.
Third Monday of April: Reservations open to all for requests through June 30 of the following year on a first-come, first-served basis.

SAFETY AND SECURITY
The event sponsor is responsible for the adequate control and supervision of his/her organization, group, society, or assemblage of persons using Aalfs Auditorium and related areas. For the safety of all, the Auditorium will be secured at all times. Presence of a full-time employee of the university is required for the stage and seating space to be open to the event sponsor and/or performers. The University reserves the right to remove any person at any time. The University Police Department will determine when security is necessary for events.

SMOKING
No use of tobacco products shall be permitted in any University of South Dakota building and will only be allowed on stage if it is pertinent to the performance and has received prior written approval from the Office of Student Life.

TECHNICAL SUPPORT
Technical specifications related to Aalfs Auditorium are available as an appendix to this document. Technical staffing is limited. Persons using the facility are to provide their own staffing for load-in, load-out, and stage changes during the performances. Additional staffing may be available for technical support, please refer to rate schedule for additional information.

Technical support consists of setting of the stage prior to a performance or use; setting up sound, lighting, or video equipment; running sound, lighting, and video equipment during a performance; operating the stage curtains and orchestra lift; and audio recording of performances, if requested.

For major events, USD shall provide on-site supervision of road crews and student stage crews, and direct technical elements for events including but not limited to staging, lighting, sound and labor.

TICKET OFFICE
Groups using the ticket office are responsible for providing their own tickets and staffing.
USE OF AALFS AUDITORIUM EQUIPMENT
For safety reasons, no one is authorized to use any equipment such as curtains, lights, sound equipment, orchestra lift, etc. without prior written permission and supervision by the Office of Student Life. No equipment may be borrowed or loaned from Aalfs Auditorium.

USHERS
Ushers are required for each performance and are to be provided by the organization or department using the space.

UTILITIES
Please see the attached Technical Specifications Document for greater detail on utilities available for use in Aalfs Auditorium. If your needs exceed the existing capacity of the facility, please notify the Office of Student Life in writing to pursue availability of a temporary increase in the capacity.

AALFS AUDITORIUM
RATE SCHEDULE

As dictated by the Facility Use Daily Fee Schedule, user fees for Aalfs Auditorium are as follows:

<table>
<thead>
<tr>
<th>Event Type</th>
<th>User Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event sponsored by a Recognized Student Organization or USD Department</td>
<td>No user fee</td>
</tr>
<tr>
<td>involving only USD participants</td>
<td></td>
</tr>
<tr>
<td>Event sponsored by a Recognized Student Organization or USD Department</td>
<td>$500</td>
</tr>
<tr>
<td>that involves non-USD participants</td>
<td></td>
</tr>
<tr>
<td>Event sponsored by a for-profit or non-profit group not associated with</td>
<td>$1000</td>
</tr>
<tr>
<td>the University or an individual wishing to reserve the space for private use</td>
<td></td>
</tr>
</tbody>
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Additional information is available online at: [http://www.usd.edu/campus-life/student-services/muenster-university-center/upload/Inter-Campus-User-Charge-MUC-Fee-Schedule_Approved-2.pdf](http://www.usd.edu/campus-life/student-services/muenster-university-center/upload/Inter-Campus-User-Charge-MUC-Fee-Schedule_Approved-2.pdf)