HALL RENTAL FEES FOR NON-SCHOOL OF MUSIC EVENTS

The University Of Illinois School Of Music does not allow rentals or reservations of classroom and/or instructional space for non-School of Music functions.

Fee Structure for Performance Spaces:

Music Building Auditorium Fees 2013-2014

**Hourly Rates 2-7 hours (2 hour minimum)**
- Community members and organizations: $75 per hour
- University of Illinois Faculty, Staff, School of Music Alumni, Students (including RSO’s): $50 per hour

**Daily Rates 8-12 hours (12 hour maximum)**
- Community members and organizations: $750
- University of Illinois Faculty, Staff, School of Music Alumni, Students (including RSO’s): $500.00

Music Building South Lobby
(Only available if/when no events or classes are scheduled in the Music Building or Music Building Auditorium)

**Hourly Rates (min. 2 – max. 7)**
- Community members and organizations: $40 per hour
- University of Illinois Faculty, Staff, and students: $26 per hour
- U of I Registered Student Organizations: $20 per hour

**Daily Rates (8-12 hours)**
- Community members and organizations: $400
- University of Illinois Faculty, Staff, and students: $260
- U of I Registered Student Organizations: $200

Smith Memorial Hall Recital Hall Fees 2013-2014

- Community members and organizations 0-4 hours: $750.00, 4-8 hours $1,500.00
- University of Illinois Faculty, Staff, School of Music Alumni, Students (including RSO’s): 0-12 hours $100 per hour
Smith Memorial Room Fees 2014 (Available after April 1, 2014)
Rate is for all campus and community members. RSO’s are not permitted.

- 0-4 hours: $1,000.00
- 4-8 hours: $2,000.00
- 8-12 hours: $3,000.00

Smith Memorial Hall Room 25

**Hourly Rates 2-7 hours (2 hour minimum)**
- Community members and organizations: $50 per hour
- University of Illinois Faculty, Staff, School of Music Alumni, and Students (including RSO’s): $40 per hour
- Recital Hall add-on as green room/staging area: $10 per hour

**Daily Rates 8-12 hours (12 hour maximum)**
- Community members and organizations: $500
- University of Illinois Faculty, Staff, School of Music Alumni, Students (including RSO’s): $400
- Recital Hall add-on as green room/staging area: $100

Included in Rental Fees:
1) One (1) Stage Crew member will be assigned to your event for basic services. Additional Stage Crew is available for $10 per hour pending availability.
2) Audio Technicians may be hired, pending department availability, for amplification, recording, and/or video. Info here (Add URL)
3) All Community members, organizations, private recitals, etc. must provide proof of limited liability ($1,000,000.00) prior to reservation confirmation.
   a. Liability insurance may be obtained through your local insurance agent.
   b. More information can be found here: [http://www.treasury.uillinois.edu/risk_management/](http://www.treasury.uillinois.edu/risk_management/)
   c. Proof of insurance forms must be submitted to the School of Music Events Office prior to a reservation being finalized.
4) Piano tuning is available, time permitting, for $75.00 per piano, per tuning.
5) One (1) dress rehearsal is permitted to be added to the rental agreement, and is billed at the same hourly rate—no Stage Crew will be provided.

Performance Hall Use Guidelines:
1) Reservations may only be made within 3 weeks of the scheduled event, or between academic semesters if School of Music staff is available.
2) Fees must be paid in full at the time of reservation confirmation.
3) There are no refunds for cancellations. However, in extreme circumstances, refunds may be granted with express written permission from the Director or his designee.
4) Ticket sales must be approved by the events office at the time of reservation, and is the sole responsibility of the renter.
5) Use of School of Music facilities MUST conform to the State of Illinois, University of Illinois, and School of Music Space Use Policies which include, but is not limited to:
   a. Illegal activities and objects are not permitted in accordance with University guidelines, and with local, state, and Federal laws.

6) Any alteration of built-in audio/video systems and/or lighting is NOT PERMITTED.

7) Chairs and stands are available in limited quantities, and are limited to current stock available for each hall.

8) Food and drink are not permitted in the halls.

9) Receptions may be held in the lobby area and are included in the rental contract with the hall.
   a. Food may not be prepared in the lobby areas.
   b. All trash and waste must be deposited in proper trash receptacles and is the sole responsibility of the RENTER.
   c. Any spills must be cleaned up by the RENTER.
   d. Any costs associated with damage, excessive clean-up, etc., will be charged to the RENTER.
   e. Stage Crew personnel are not janitors, and are not responsible for post reception clean up.

10) Keys for Green Rooms, pianos, etc. are not given out, except under special circumstances as authorized the School of Music Operations Staff.
    a. A request for a key must be made to music-equipment@illinois.edu.
    b. If a key request is approved, the key borrower is responsible for a $250.00 refundable key deposit made in cash or cashier’s check.

11) Fronting is prohibited.
    a. Fronting is where a faculty member, staff, or student of the University of Illinois and/or School of Music poses as a representative for a group, business, or organization in order to gain favor for space use, reduced rates, or otherwise prohibited access.
    b. ANY group, organization, faculty, staff, student who is suspected or caught fronting is subject to being denied any future reservations and/or use of space with the School of Music.

Definitions:
Community group or organization – This includes any non-university group or organization, including individuals, music or non-music businesses, music or non-music not-for-profit organizations, church groups, etc. A community group, organization, or business with University or School of Music faculty or students are still considered in this category.

University of Illinois Faculty/Staff – an individual who is employed by the University of Illinois as a non-SOM faculty or staff member for individual/personal reservations for a concert, class, event, ceremony, etc.

University of Illinois Alumni – A student who has graduated from the University of Illinois at Urbana-Champaign who wishes to give a clinic, class, or concert and who is NOT sponsored by the School of Music.
University of Illinois Registered Student Organization – An officially registered student organization approved through the Illini Union. Reservation requests must be initiated through the RSO office.

Non-School of Music Event – ANY reservation which falls outside of the School of Music and is not considered a faculty recital, sponsored-guest recital, official student recital, class, or event directly sponsored by a School of Music program.

Creating and Confirming Reservations for non-School of Music events, RSO’s, and University Faculty, Staff, Alumni, Students.

1) Verify desired date on the School of Music Event/Room Use calendar.
2) Email your request to the School of Music Events Office
   a. Please include your Name, organization/affiliation/etc., Space Requested, Date(s) and time(s) for event and dress rehearsal, and complete contact information.
3) If your event is approved, you will receive a confirmation requesting that you submit proof of insurance, indemnity agreement, and payment to the School of Music. The Rental and Indemnity Agreement will be sent to you via email.
   a. A photocopy of liability insurance must be submitted to the events office.
   b. A signed copy of the Rental and Indemnity agreement must be submitted to the events office.
   c. Once (a) and (b) are completed, the events office will supply a confirmation which should be taken to the Copy Center for payment.
   d. Payment must be in the form of a certified check or money order payable to the School of Music.
      i. Payment must be dropped off to Ann Zetterval in the Copy Center in the Music Building (1114 W. Nevada).
      ii. Renter must obtain a receipt for their records.
      iii. Payment is non-refundable for any reason.
   e. Once payment is complete, an electronic submission will be made to the events office and your reservation will be finalized.
4) RSO’s should follow the standard space request process:
   [http://union.illinois.edu/involvement/rso/space_request.aspx](http://union.illinois.edu/involvement/rso/space_request.aspx)
   a. Once approved by the RSO office, the RSO representative may make an appointment with Ruth Stoltzfus in the Events Office via email (see #2 above).
   b. If the RSO space request is not initiated, the RSO request will be automatically declined.