

CLAPP RECITAL HALL REGULATIONS AND USE FEES

August 1, 2006, thru July 31, 2008

HOW TO RESERVE: Contact the School of Music Scheduling Office at 335-2703. All paperwork and payments must be completed a minimum of four weeks before the scheduled event in order to secure a reservation.

AVAILABLE TIMES: Reservation requests for users outside the University will not be considered until after September 1 of each academic year. Users outside of the School of Music may only rent the hall during University semester breaks. Only the designated "floating times" will be available for use by outside organizations. Physical move-in, set-up, the event itself, move-out, clean-up, etc., must all be completed during the block of time reserved. No rehearsal time will be booked for outside events. **Note: Hancher ensembles have first priority for booking and are allowed rehearsal time as part of their fee.**

PRODUCT SALES: Selling any merchandise, food, beverage, or other product is strictly prohibited.

SMOKING/ALCOHOL: Smoking is prohibited. On rare occasions alcohol may be served, by the IMU, at receptions provided the user secures a waiver from University counsel and the Vice President for Student Services.

HALL ACCESS: Because of the number of sensitive and costly instruments and equipment in the hall, under no circumstances will outside users be given keys to the hall or allowed time in the hall without authorized staff present.

FEES: All fees must be paid at the time paperwork is completed in order to secure a reservation, and must be paid a minimum of four weeks before the scheduled event. Should an event be cancelled, the School of Music will refund half of the fees paid by the user if the cancellation occurs more than one week prior to the scheduled event. Fees will not be refunded for events cancelled within a week of the event date.

Hall use fees (below) are for blocks of time up to six hours. Blocks of time from 6-9 hours will be charged 170% of the hall use fee. Labor fees are also charged for any event that is not sponsored by the School of Music. Labor fees are \$15.00 an hour for each house manager and \$10.00 an hour for each usher or other additional staff person needed. One house manager and three ushers are the minimum number of staff required for any event. A piano will be available for use; however, the hall rental fees do not include tuning the piano. If the piano needs to be tuned prior to the event, the user will be charged a tuning fee. Tunings are arranged directly with the School of Music Piano Technician.

University of Iowa Organizations

Free events	\$600.00
Ticketed events/Donations.....	\$800.00

Non-University Organizations and Individuals

Free events	\$700.00
Ticketed events/Donations.....	\$900.00

All Users--Lobby fees for receptions

Fee for receptions held in the lobby	\$600.00
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Labor

House Manager.....	\$15/hour
Each Usher (three required).....	\$10/hour

Tuning Fee.....	\$75.00
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RECORDINGS: The air handling in Clapp Recital Hall will not be turned off for recordings for outside organizations. On rare occasions, exceptions may be discussed with the Scheduling Office.

TICKETS: Events charging an admission are required to have tickets sold by the Hancher Auditorium Box Office. Groups must arrange directly with Hancher Auditorium for this service.