

## POLICIES AND PROCEDURES

The Ogle Center is an active, vibrant, and busy performing arts center. Among other activities, the Ogle Center produces and presents its own professional, public series of entertainment events. These events are in addition to the events we support for the IU Southeast Music Department, Theatre Department, and other departmental and university events.

When requesting the use of one of the Ogle Center's spaces, it is imperative that as much information as possible is provided and that it is provided as early as possible.

When requesting a venue, there are several things that should be kept in mind:

- 1. Submit your request as far in advance of your event as possible.** Ideally, requests should be made at least a **year in advance**; and two years in advance is even better. Due to the nature of booking nationally-touring professional acts for our own performance series, we often book our artists at least a year in advance. We also schedule performances by the IU Southeast Music and Theatre departments nearly a year in advance, as well. In short, our production calendar fills up quickly. We realize that substantial lead-time is not always possible, but the sooner you submit your request for the use of one of our venues, the greater the chance it will be available.
- 2. Any event that is open to the public will require the staffing of ushers** who are trained to handle crowd control in the event of an emergency or evacuation. Should our usual volunteer ushers be unavailable and/or if your organization is unable to provide ushers for your event, a charge may be incurred for the hiring of trained ushers.
- 3. Your event is not confirmed until you receive an event confirmation from the Ogle Center.** We strongly suggest that you do not publicize your event until you have received official confirmation of your reservation.
- 4. Certain groups have priority in scheduling.** Due to the mission of the Ogle Center and the academic mission of the university, the first priority is the scheduling of academic and performance activities of the IU Southeast Music, Theatre, and Fine Arts departments. Second priority is the scheduling of Ogle Center events, community arts groups, and other contractual engagements. Third priority is given to the scheduling of internal and external seminars, workshops, and other activities. Scheduling of Ogle Center facilities is primarily the responsibility of the Ogle Center director.
- 5. Student Organizations.** IU Southeast student organizations or individual students must have an IU Southeast faculty or staff sponsor for their event who agrees to be responsible for — and attend — the event.
- 6. Fees.** A fee schedule is available for both internal (IU Southeast) and external (non-IU Southeast) groups. These fee schedules can be found on the Ogle Center web site at [oglecenter.com](http://oglecenter.com) or by requesting a fee schedule by sending an e-mail to [oglemail@ius.edu](mailto:oglemail@ius.edu). **For IU Southeast departments, groups, and individuals, the rental for the venue itself is waived if your event occurs during a weekday during normal business hours.** Other fees may be incurred depending on technical, ticketing, or staffing needs. **An IU Southeast departmental account number must be provided before an event can be confirmed.** You will receive an estimate for any event charges prior to your event.
- 7. Deposits and Cancellation.** A desposit may be required upon confirmation of your event. The deposit will be applied as a credit to your final invoice of charges. If you cancel your event within 5 business days or less prior to your event, you will be charged the amount specified in the estimate of charges you received after your event was confirmed.
- 8. Changes to your original request.** If you need to make changes to your original request (including change of date, time, and/or technical needs), you must contact the Ogle Center at least **7 business days prior to your event** to allow time to order any additional equipment or to schedule any additional labor. **Changes or additions to the original venue request made fewer than 7 business days prior to your event may incur an additional "rush service" charge.**
- 9. Food and Beverages.** If your event includes a reception at which food and/or beverages are to be served, you **must** contact the university's Conference and Dining Services at (812) 941-2155. No outside food or beverages are allowed.
- 10. Ogle Center branding.** To avoid confusion, we request that any public mention of the location of your event refer to "The Ogle Center," "The Ogle Center at Indiana University Southeast," or "The Paul W. Ogle Cultural and Community Center at IU Southeast." We suggest that you not list the location of your event as the specific venue (Stem Concert Hall, Stiefler Recital Hall, Robinson Theater, etc.). The public is often unaware of the individual venue names within the Ogle Center and often drive around campus looking for signs that say "Stem Concert Hall," "Robinson Theater," etc. Use of the Ogle Center logo is restricted.
- 11. Use of the facilities.** It is expected that users of the Ogle Center will respect the physical integrity of the building. You may be charged for any damage to the facilities and/or for additional custodial service if facilities are not returned to their original condition after use. Pianos are to remain covered when not in use. Doorstops, stage weights, music stands, or wedges may not be used to prop open doors (this is a violation of the Indiana State Fire Code). Any equipment that is moved must be returned to its original location. For ticketed events, every individual entering must be issued a ticket, including infants and children (tickets for infants and children may be free, but a ticket must be issued if the event is ticketed).

**PLEASE ALLOW SEVEN (7) BUSINESS DAYS FOR A RESPONSE TO YOUR REQUEST**

## CONTACT AND ACCOUNT INFORMATION

Organization\*

Contact Name\*  Phone\* (  )

E-mail Address\*  Fax (  )

Mailing Address\*   
For IU Southeast departments and organizations, please list campus address (building and room number)

IUS Employee Authorizing Charges  E-mail

IUS Department Account  Sub Account   
This is the account that will be billed for any labor/technical/equipment/ticketing or associated fees incurred, including deposit

IUS Representative Responsible for Event   
This representative/sponsor must attend the event

## YOUR EVENT

TYPE OF EVENT  Concert  Recital  Dance or Theatrical Production  Presentation or Meeting  Reception  
 Other \_\_\_\_\_

YOUR EVENT IS:  Open to the public  Private

ANTICIPATED NUMBER OF ATTENDEES:

ARE YOU SELLING TICKETS?  Yes\*  No

\* The Ogle Center is a Ticketmaster venue. As such, any and all ticketing for events at the Ogle Center **must** be ticketed by Ticketmaster through the Ogle Center's ticket office. Associated Ticketmaster fees may be incurred. Events with no admission charge will not incur ticket fees.

ARE YOU HOSTING A RECEPTION?  Yes  No

\* If your event includes a reception at which food and/or beverages are to be served, you **must** contact the university's Conference and Dining Services at (812) 941-2155. No outside food or beverages are allowed.

VENUE REQUESTED:  Stem Concert Hall (capacity 500)  Robinson Theater (capacity 340)  Stiefler Recital Hall (capacity 100)  
 Ogle Lobby (capacity 300)  Horseshoe Foundation of Floyd County Amphitheater (6000, outdoor)

DATE(S) REQUESTED: 1st Choice: Date:  /  /  Event Start Time:  :   AM / PM Arrival/Setup Time:  :   AM / PM End Time:  :   AM / PM

2nd Choice: Date:  /  /  Event Start Time:  :   AM / PM Arrival/Setup Time:  :   AM / PM End Time:  :   AM / PM

3rd Choice: Date:  /  /  Event Start Time:  :   AM / PM Arrival/Setup Time:  :   AM / PM End Time:  :   AM / PM

Is this a definitive request, or a request for a temporary hold on dates for an event that is in the early planning stages?  Definite\*  Temporary Hold\*\*

\*NOTE: Dates that are on a temporary hold will be held for only 7 business days from the date of confirmation of the hold. After 7 business days, dates on hold will automatically be released unless a new venue request has been submitted.

Describe your event in as much detail as possible. Mention any technical needs of which you may be aware (e.g., special colored lighting or effects, microphones w/sound system, etc.). Also include any comments or questions you feel may be relevant to your event. Use a separate sheet if necessary.

Submit this form by mail to: Ogle Center, 4201 Grant Line Road, New Albany, IN 47150. You may also send by fax to (812) 941-2541, or by e-mail to oglemail@ius.edu.

Upon confirmation of availability, the Ogle Center will arrange a meeting with you to ensure your technical needs are met and to answer any questions about your event.

**YOUR EVENT IS NOT RESERVED UNTIL YOU RECEIVE A CONFIRMATION FROM THE OGLE CENTER**