

HARRIS-STOWE STATE UNIVERSITY POLICY, LOGISTICS & FEES:

Dr. Henry Givens, Jr. Administration Building

> > > INFORMATION PACKET < < <

Under Harris-Stowe State University's policy governing the use of the facilities, all users of these facilities are responsible for the rental fees and indirect costs. As a state institution, only rental fees will be waived for the following: Missouri state agency or other governmental agency.

HARRIS-STOWE STATE UNIVERSITY FACILITY RENTAL FEES & LOGISTICS:

Main Auditorium#112 - holds 996: 675 lower level & 321 upper balcony; rental includes three standing microphones, three permanent overhead mics and a podium with a microphone	\$1,000.00 per use
Classrooms - when available - accommodates 25	\$100.00 per use
Dining Hall Annex#005 - accommodates 75-100 [350-500 Plus Dining Hall w/Flow Traffic]	\$250.00 per use
Athletic Field - outside grounds bordered by Laclede, Compton & Market streets	\$350.00 per use

ADDITIONAL DIRECT COSTS > ARE BASED UPON TOTAL HOURS OF SERVICE

Maintenance - Hourly cost per mechanic; Minimum of two hours	\$20.00/hr.
Sound Technician - Hourly cost. There is a minimum charge of five hours that includes one hour for pre-arrival and departure. A sound tech is mandatory when an event is in the main auditorium.	\$50.00/hr.
Security - Hourly cost per guard. There is a minimum charge of five hours that includes one hour for pre-arrival and departure. Number of guards needed will be decided by the University.	\$20.00/hr.
Telephone Operator/Security dispatcher hourly cost. Operator is mandatory. There is a minimum charge of five hours that includes one hour for pre-arrival and departure.	\$10.00/hr.
Custodial Cleaning - Hourly cost per custodian. Minimum of two hours.	\$20.00/hr.

Revised : 6.22.2010; 10.05/6.08 --- NEW RENTAL FEES EFFECTIVE JULY 1, 2002 NEW FISCAL YEAR

<p><u>INFORMATION PACKET:</u> <u>PLEASE KEEP FOR YOUR RECORDS.</u> THANK YOU!</p>
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<p>NEW MAIN AUD SEAT CHART ON MICROSOFT OFFICE PUBLISHER !!!</p>

INFO PACKET: HSSU Policy, Facility Rental and Additional Direct Cost Fees, Main Auditorium Seating Chart of First Floor and Second Floor Balcony, Main Aud. Dimensions and Stage Measurements and Map Highway 40 Directions.

MAIN AUDITORIUM STAGE IS :

45 Ft. & 4" FROM POST-TO-POST [FRONT WALL BETWEEN FLAG POLES]*

40 Ft. ACROSS [STAGE FLOOR W/CURVE]

20 Ft. DEEP [LENGTH FRONT TO BACK]

35 Ft. ACROSS [BACK]

SIGNS: CAN BE AS LARGE AS 7Ft. x 6Ft.

Revised 7/99 , 5/02 , 8/04

MAIN AUDITORIUM DIMENSIONS:

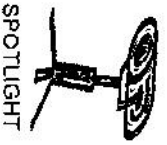
1. HEIGHT: 45 FT.
2. LENGTH: 74 FT., 9 IN.
3. WIDTH: 80 FT., 6 IN.
4. DEPTH: 3 FT., 9 ½ IN.

BALCONY DIMENSIONS:

1. LENGTH: 32 FT., 7 IN.
2. WIDTH: 81 FT., 5 IN.
3. DEPTH: 13 FT., 3 IN.

REVISED: 6.25.99 / 5.13.02 8.17.04

STAGE



49
48
47
46
45
44

1
2
3
4
5
6
7

ROW	43	42	41	40	39	38	37	36	35	34	33	32		
A														
B	41	40	39	38	37	36	35	34	33	32	31	30	29	28
C	41	40	39	38	37	36	35	34	33	32	31	30	29	28
D	41	40	39	38	37	36	35	34	33	32	31	30	29	28
E	41	40	39	38	37	36	35	34	33	32	31	30	29	28

ROW	31	30	29	28	27	26	25	24	23	22	21	20	
A													
B	27	26	25	24	23	22	21	20	19	18	17	16	15
C	27	26	25	24	23	22	21	20	19	18	17	16	15
D	27	26	25	24	23	22	21	20	19	18	17	16	15
E	27	26	25	24	23	22	21	20	19	18	17	16	15

ROW	19	18	17	16	15	14	13	12	11	10	9	8	
A													
B	14	13	12	11	10	9	8	7	6	5	4	3	2
C	14	13	12	11	10	9	8	7	6	5	4	3	2
D	14	13	12	11	10	9	8	7	6	5	4	3	2
E	14	13	12	11	10	9	8	7	6	5	4	3	2

ROW	36	35	34	33	32	31	30	29	28	27	26	25
F												
G	36	35	34	33	32	31	30	29	28	27	26	25
H	36	35	34	33	32	31	30	29	28	27	26	25

ROW	24	23	22	21	20	19
F						
G	24	23	22	21	20	19
H	24	23	22	21	20	19

ROW	18	17	16	15	14	13
F						
G	18	17	16	15	14	13
H	18	17	16	15	14	13

ROW	12	11	10	9	8	7	6	5	4	3	2	1
F												
G	12	11	10	9	8	7	6	5	4	3	2	1
H	12	11	10	9	8	7	6	5	4	3	2	1

LEFT

CENTER

RIGHT

CENTER ENTRANCE

Main Auditorium Balcony

CERTIFICATE OF INSURANCE FOR USE OF UNIVERSITY FACILITIES

The contractor is required to maintain adequate liability insurance to protect Harris-Stowe State University (HSSU), its agencies, its clients and the general public against any loss, damage and/or expense which may occur in any buildings, sidewalks, pathways, etc. that are the property of HSSU. The contractor is required to have HSSU listed as additional insured while performing under the contract.

In order to complete the registration to use the college facilities, the contractor is hereby requested to complete the below certificate and return it with the completed package. The following information should be furnished:

Date of Planned Event at HSSU: _____

Name of Insurer: _____

Policy Number: _____

Effective Date of Coverage: _____

Limits of Liability: _____

Signed by:

Printed name of Lessee: _____

Signature of Lessee: _____

RELEASE FROM LIABILITY

The undersigned individual and/or organization agrees that Harris-Stowe State University (HSSU) is not responsible for any loss, damage or theft to any items left on the premises. In addition, the undersigned individual and organization releases the Board of Regents and its employees from any and all liability incurred and/or all monetary damages sustained in connection with the use of the premises.

Organization: _____

Event: _____

Date(s) of Event: _____

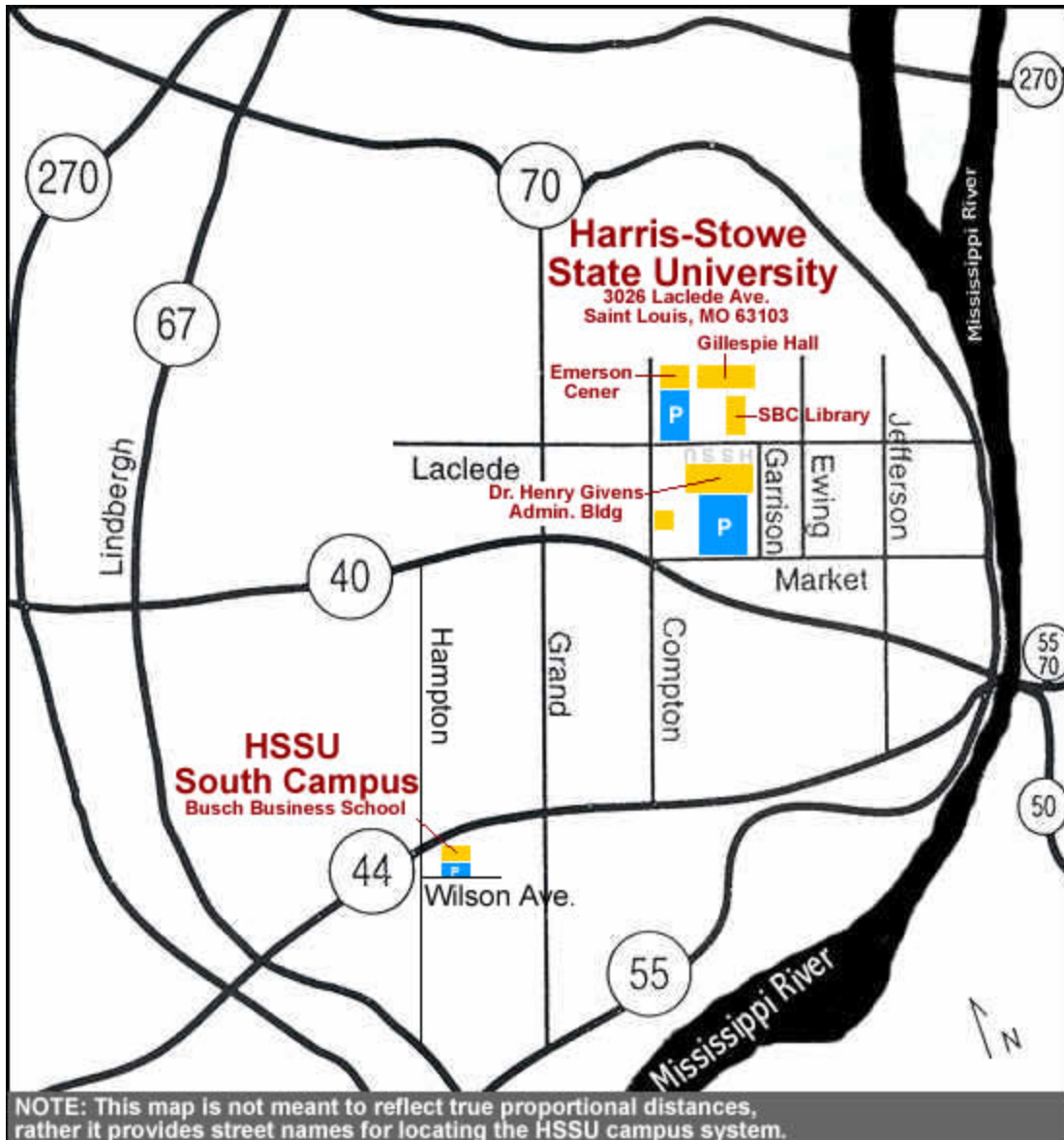
Printed Name: _____

Signature: _____

Date: _____

TERMS AND CONDITIONS FOR USE OF UNIVERSITY FACILITIES

1. All individuals, groups or organizations arranging for and using Harris-Stowe State University facilities shall abide by all federal, state and local laws and the University's regulations.
2. Safety and the protection of the University's property are to be stressed at all times.
3. Those in charge and all in attendance shall follow rules of common courtesy.
4. The serving, sale or use of alcoholic beverages is prohibited on University property.
5. No University equipment or furnishings shall be removed from or moved within the facility, except with prior written permission from the Vice President of Business and Financial Affairs or his or her representative.
6. Persons, groups or organizations to whom or which permission is granted for the use of any University facility, shall be jointly and severally liable for damage to the facility or to any University property therein occurring during the period of such use.
7. Any outside person, group or organization granted use of any facility shall be required to file with the office of the Vice President of Business and Financial Affairs, a certificate of insurance naming Harris-Stowe State University as additional insured. The limits of said policy shall be no less than \$250,000.00 for injury to any person. \$1,000,000.00 for injuries in any one accident, and \$1,000,000.00 for property damage. This certificate must be provided at least two weeks prior to the event.
8. In the event any participant in any activity to be held on/in any University facility, the use of which is granted under the policy, appears either before or during the performance to be noticeable under the influence of intoxicating liquor or drugs, or in the event any participant during a performance uses abusive or obscene language or gestures or movements, representatives of the University may cancel or stop the performance and terminate the permission granted to use the facility. All deposits made by the applicant shall then be forfeited and the University shall have no liability of any kind to the applicant.
9. Solicitation of any kind is not allowed on campus.
10. All applications shall contain the name of the individual, group or organization requesting the use of the facilities, the type of activity proposed, dates, times desired, admission charges (if any) and other pertinent information.
11. Applicants requesting the use of the facilities will be given written notice of approval of the request. If approval is granted, the Vice President of Business & Financial Affairs will sign the application.



DIRECTIONS TO HARRIS-STOWE STATE UNIVERSITY:

Highway 40 East to Harris-Stowe State University Market Street exit#37A and travel to the traffic signal at Compton & Market streets Intersection. Harris-Stowe State University is visible on the left-hand side. Proceed on Market St. across Compton St. traffic signal and drive into the left-hand turning lane onto the parking lot. This is the back of the University. You will enter the building on the ground floor. The athletic field is to your left. The University's main number is (314) 340-3366.

Highway 40 West to Harris-Stowe State University Market Street exit #38B and travel to the traffic signal at Market St. Turn left onto Market St. (at Garrison Ave) Intersection. Harris-Stowe State University will be visible on the right-hand side. Drive into the far right-hand turning lane and turn right onto the parking lot. This is the back of the University. You will enter the building on the ground floor. The athletic field is to your left. The University's main number is (314) 340-3366.

DIRECTIONS TO HARRIS-STOWE STATE UNIVERSITY ANHEUSER-BUSCH SCHOOL OF BUSINESS – SOUTH CAMPUS, 5707 WILSON AVENUE:

AVENUE: HIGHWAY I-64 to 40-W to Hampton Exit, turn left, next street is Wilson Avenue, turn left again - - - Back to HSSU Main Campus : Turn right off of Wilson, stay in right lane to Highway I-44, to on ramp to Grand Avenue at Lafayette exit ramp; turning left to exit onto Grand Avenue to Lafayette, turn right onto Lafayette. Keep straight to Compton Avenue; turn left onto Compton Avenue, keep driving past Park Ave, keep driving Past Chouteau Avenue straight onto the bridge overpass at Market Street Intersection, HSSU visible directly in front of you on your right; turn right onto Market Street to left lane and turn into parking lot, you are on HSSU Main Campus, back of building - - -