

# Surbrugg/Prentice Auditorium and Esther & John Clay Fine Art Gallery

## Standard Operating Procedures

This document outlines the operating procedures for the Surbrugg/Prentice Auditorium and the Esther & John Clay Fine Art Gallery. If the document requires updates or changes, the Dean of Arts & Sciences will assemble a committee of relevant parties to discuss changes or edits to the document. Any changes will be approved by President's Cabinet.

### 1. SPA Scheduling Priorities

- a. Priority 1: Communication & Creative Arts Pathway academic performances and scheduling directly related to academic performances.
- b. Priority 2: Foundation events, OWD classes and speakers, academic/campus events (i.e. pinning ceremonies, Talon Talks, etc.). Confirmed with the Coordinator, Surbrugg/Prentice Auditorium and the Program Director of Fine and Performing Arts.
- c. Priority 3: Community events. Confirmed with the Program Director of Fine and Performing Arts.
  - i. The SPA lobby should not be used for seated receptions of more than 70 people, standing receptions can accommodate a larger number of guests.
- d. When a signed Facility Use Agreement is in place for any customer, the event will not be changed to accommodate a different request.

### 2. SPA Academic Scheduling

- a. Communication & Creative Arts Pathway programs require eleven weeks each semester.
- b. Academic program reservation blocks are tentative until confirmed per timeline below.
  - i. Choir and Instrumental Programs are required to confirm with Facilities & Events the performance dates by May 10 (or the next business day) for the following fall and spring semesters.
  - ii. The Theater Program is required to confirm with Facilities & Events the performance dates and locations (SPA or Playhouse) by September 30 (or the next business day), for the fall semester in-progress and the following spring semester.
- c. When the stage behind the curtain is not available the "Apron" in front of the curtain and auditorium may be available with approval by the Coordinator, Surbrugg/Prentice Auditorium, the faculty in charge of the event at the time, and the Program Director of Fine and Performing Arts.
- d. During times blocked for rehearsals, preference is that the Lobby will not be used for events, but the Gallery remains open to campus and the public for viewing of artwork.

### 3. Esther & John Clay Fine Arts Gallery Scheduling

- a. Priority use of the space is for the LCCC Arts Program and Foundation events.
  - i. It is the responsibility of the Communication & Creative Arts Pathway faculty and the Foundation to coordinate and schedule all events for the upcoming academic year by May 10 (or the next business day) of the current academic year, to ensure all academic and Foundation events are included and visible in the College's scheduling software.
    - (1) The LCCC Foundation will have use of the Gallery for the Ed and Caren Murray Art Series at the end of August and beginning of September and the first two weeks of June for the Clay Summer Watercolor Workshop.
    - (2) Dates for both events are to be determined by May 10 (or the next business day) of the prior academic year and provided to the Facilities & Events Office to be added to the scheduling software.
- b. The Gallery will be open during performances and events in the SPA.
  - i. It is the responsibility of the Facilities & Events Office to ensure all community events are included and visible in the College's scheduling software.
- c. The Gallery can be used by outside organizations for receptions and events, under the following guidance:
  - i. If the SPA is reserved for an event, the gallery cannot be reserved for a separate event. Any SPA reservation is for use of the entire building including the auditorium, gallery and lobby.
  - ii. Food and beverages (including bar service) will be served outside of the gallery space, no tables will be placed in the gallery when artwork is on display.

- (1) Guests can carry a beverage or small plate of appetizers into the gallery – but the preference is all food and beverage stay outside the gallery.
- (2) It is the responsibility of the reserving party or the LCCC event contact to ensure that the lobby and gallery are clear of tables, chairs, garbage, etc. by 8:30 a.m. the day after an event.
- iii. LCCC will make available ropes and stanchions to be placed in front of the artwork to help protect that artwork and keep visitors at a safe distance from the artwork, at the discretion of the artist.
- iv. When there is not a show in the Gallery, outside parties can use the Gallery, but they are not to hang items on the walls; any display items need to be freestanding.
- v. There may be an occasion when it is beneficial for the College to not have a gallery show in the SPA during another event. These types of events should be planned and coordinated at a minimum of nine (9) months in advance and the Program Director of Fine and Performing Arts, should be involved in the decision-making process to avoid any potential conflicts.

#### **4. Gallery Coordinator Scheduling Responsibilities**

- a. Coordinate Gallery scheduling with Foundation event staff prior to submitting requests for date blocks in the subsequent fall and spring semesters.
- b. Establish date blocks for the subsequent fall by May 10 (or the next business day) and spring semesters by November 10 (or the next business day).
  - i. Confirmation of the reservation is due when the Artist is confirmed.
- c. Verify Lobby and SPA availability for Art opening receptions and artist presentations prior to scheduling with Artist. Submit date requests and a hold will be placed on the dates and confirmed when confirmed with Artist.
- d. Confirmed campus or community Lobby and SPA reservations will not be bumped to accommodate Art opening receptions and artist presentations.

#### **5. Coordinator, Surbrugg/Prentice Auditorium**

- a. Coordinate with Facilities & Events to schedule consultation with community customers to evaluate the feasibility of event requests and requirements.
  - i. If request is feasible, Coordinator, Surbrugg/Prentice Auditorium will approve the formal request.
- b. Responsible for maintaining SPA technical and stage equipment and necessary inventory.
- c. Responsible for SPA event support to include lighting, sound, stage, and A/V equipment systems.
- d. Fall and Spring Semesters
  - i. The Coordinator, Surbrugg/Prentice Auditorium; Communication & Creative Arts Pathway faculty; and students will setup, teardown, and clean the stage. To include but not limited to moving the piano, setting up the A/V podium, setting up choral risers, and setting up the music shell.
  - ii. When faculty and students are not available Building Services may be called upon. Building Services intends to be of assistance, as long as resources are available at the time they are needed.
- e. Academic Breaks and Summer Semester
  - i. During the summer semester and breaks in the academic calendar, when faculty and students are not on campus, the Coordinator, Surbrugg/Prentice Auditorium will require assistance. This may be provided by the Facilities and Events staff, Foundation staff, or other employees. Building Services assistance may also be requested, if staffing is available Building Services will assist.

#### **6. SPA Staffing**

- a. Approved LCCC staff are required to be present when community organizations are in the SPA from the time the facility is unlocked until the time it is locked.
- b. Coordinator, Surbrugg/Prentice Auditorium must approve staff to serve as SPA event staff. SPA events staff includes but is not limited to approved Facilities & Events full-time employees, part-time employees, faculty, and students.

#### **7. Facilities & Events Office**

- a. Responsible for SPA scheduling for on campus and community customers.
  - i. The appropriate faculty member or Program Director will provide dates and information regarding use of the facility by Communication & Creative Arts Pathway programs.

- ii. The Development Officer, Events Coordinator in the LCCC Foundation will provide dates and information regarding use of the facility by the LCCC Foundation.
- b. Manage campus and community SPA requests for use of the auditorium and lobby.
  - i. If request is feasible, request approval from the Coordinator, Surbrugg/Prentice Auditorium and Program Director, Fine and Performing Arts.
- c. Responsible for entering reservations into the Colleges scheduling software, so the reservations are visible to the Coordinator, Surbrugg/Prentice Auditorium; Foundation Staff and other appropriate individuals.
- d. Responsible for coordinating services with the Coordinator, Surbrugg/Prentice Auditorium, Auditorium and campus services.
- e. Responsible for generating, tracking, and maintaining Facility Use Agreements, Certificates of Insurance and associated documentation. When applicable will work with Contracting and Procurement.
- f. Responsible for account receivable duties of billing, tracking, and receiving rental and staffing fees.

**8. SPA Campus Services - Event Support**

- a. Building Services Setups Services
  - (1) The Facility & Events Office is responsible for coordinating SPA lobby setup, teardown, and cleanup, for events, unless otherwise outlined in 4c and 4d of this document.
- ii. Building Services Custodial Services
  - (1) Responsible for SPA event custodial services.

**9. Rate Schedule**

- a. Community customers whose events benefit an LCCC program may be sponsored and a facility rental discount may apply.
  - i. Rental fees for community customers, whose programs earn significant revenue for Residence Housing and food service (i.e. Girls' State), will be evaluated on a case-by-case basis, and may be discounted or waived one hundred percent.
- b. In 2020, rates were set by evaluating a Fair Market Survey of Wyoming Community Colleges, the Civic Center, and LCSD#1 auditorium rates.
  - i. **A minimum of every three years the Fair Market survey will be reassessed, and rates increased if applicable, by the Facilities & Events Office in conjunction Dean of Arts & Sciences.**
    - (1) The first review of the Fair Market will be in the summer of 2023.

<b>Facility Rental Rates</b>		
<b>Description</b>	<b>Nonprofit Day Rate</b>	<b>Profit Day Rate</b>
Surbrugg Prentice Auditorium (SPA) Stage Apron rental includes stage, apron, auditorium seating, and lobby. Rental fee includes riser(s), piano, and other basic performance equipment. <ul style="list-style-type: none"> <li>• SPA seats 400</li> <li>• Lobby capacity is 130 standing</li> <li>• LCCC staffing required, additional staffing fees applies</li> <li>• Additional insurance required</li> <li>• No food or drinks allowed in SPA</li> <li>• Food and drinks may be served in the lobby or on the adjacent outdoor patio</li> </ul>	\$750	\$1,500
Surbrugg Prentice Stage Apron (when stage is occupied Apron may be available)	\$375	\$750
Stage Piano tuning fee – May be required twice per use.	\$150/tuning	\$150/tuning
Esther & John Clay Fine Arts Gallery may be available as an overflow reception area, no food or beverage service in the gallery space. Capacity is 50-80 standing.	Included if available	
<b>Staffing Fees</b>		
Coordinator, Surbrugg/Prentice Auditorium	\$35/hr	

Facilities & Events event support staff	After-hour rate \$35/hr
Custodial Staff	After-hour rate \$35/hr
Student staff	\$15/hr

**10. Rental Fee Distribution**

- a. Facilities & Events bills community customers and splits rental fees and staffing fee collected when revenue is receipted as described below:
  - i. Fifty percent of the rental fees and the Coordinator, Surbrugg/Prentice Auditorium staffing fees collected from community customers goes directly into a School of Arts & Sciences auxiliary account.
  - ii. To cover cost of researching and recruiting paying community customers, advertising, managing the scheduling for both on and off campus customers, coordination of services, rental documentation, and billing, fifty percent of rental fees will go to the Facilities & Events budget.
  - iii. Facility Rental event staffing fees and custodial fees are applied to the Facilities & Events budget to reimburse for hourly wages expended to support community customers.
  - iv. Coordinator, Surbrugg/Prentice Auditorium, Auditorium fees are applied to the Arts & Science auxiliary budget to reimburse for hourly wages expended to support community customers.
  - v. Each fiscal year, custodial fees collected from community customers are transferred to the Plant Operations part-time budget line.

Approved by President's Cabinet:  \_\_\_\_\_ Date Aug 24, 2022

Dr. Joe Schaffer, LCCC President

Version History:  
Version 1: March 16, 2021






# SPA SOP Update 6.14.22

Final Audit Report

2022-08-24

Created:	2022-08-24
By:	Dallas Bacon (DBacon@lccc.wy.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAIIRQu1HFURzvvzFwmDjLdQ_9P8-olmDR

## "SPA SOP Update 6.14.22" History

-  Document created by Dallas Bacon (DBacon@lccc.wy.edu)  
2022-08-24 - 10:05:07 PM GMT - IP address: 137.87.0.50
-  Document emailed to Joe Schaffer (jschaffer@lccc.wy.edu) for signature  
2022-08-24 - 10:13:27 PM GMT
-  Email viewed by Joe Schaffer (jschaffer@lccc.wy.edu)  
2022-08-24 - 10:31:28 PM GMT - IP address: 104.47.58.254
-  Document e-signed by Joe Schaffer (jschaffer@lccc.wy.edu)  
Signature Date: 2022-08-24 - 10:31:48 PM GMT - Time Source: server- IP address: 137.87.0.50
-  Agreement completed.  
2022-08-24 - 10:31:48 PM GMT