

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 the 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 program scheduling requires the SPA blocked, approximately 11 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 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 Program Director, Fine & Performing Arts, During rehearsals, the Lobby will not be used for events, but the Gallery remains open to campus and the public to view 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 not to 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.
 - ii. Verify Lobby and SPA availability for Art opening receptions and artist presentations prior to scheduling with Artist. Submit reservation requests to Facilities & Events staff. A hold will be placed on the dates and confirmed when confirmed with Artist.
- c. 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, the 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 intend to be of assistance if 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. The Program Director, Fine & Performing Arts, 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, Fine & Performing Arts 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 space is available approval to confirm is required from the Program Director, Fine and Performing Arts.
- c. Responsible for entering reservations into the Colleges scheduling software, so the reservations are visible to the Program Director, Fine & Performing Arts; Coordinator, Surbrugg/Prentice Auditorium; Foundation Staff and other appropriate individuals.
- d. Responsible for coordinating services with the Program Director, Fine & Performing Arts; 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 receipting rental and staffing fees.

8. SPA Campus Services - Event Support

- a. Building Services Setups Services
 - i. The Facility & Events Office is responsible for coordinating SPA lobby setup, tear-down, 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. Food and Beverages

- a. With LCCC approval, food and beverages may be consumed in the Surbrugg/Prentice Auditorium (SPA).
 - i. A signed Food and Beverage Request form must be on file with the signed Facility Scheduling Agreement.
 - ii. If food and beverages are consumed in the SPA a \$150 cleaning fee will be charged.

10. SPA Occupancy

- a. Community organizations and LCCC organizations scheduling the Surbrugg/Prentice Auditorium are required to ensure guest seating capacities comply with the Wyoming State Fire Code. The Surbrugg/Prentice Auditorium seating capacity, as determined by Wyoming
- b. The Wyoming State Fire Code is four hundred (400) seats and includes three hundred and eighty-two (382) regular seats and eighteen (18) ADA seats. The Fire Code makes no allowance for standing room in the Surbrugg/Prentice Auditorium.

11. Rate Schedule

- a. Community customers whose event benefits an LCCC program may qualify for a LCCC Sponsorship, and a facility rental fee 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 five (5) 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 2025.
- c. For a list of the SPA current rental rate schedule, go to <https://lccc.wy.edu/about/facilities/fees.aspx>

12. Rental Fee Distribution

- a. Facilities & Events invoices community customers. The revenue collected will be divided as detailed below:
 - i. Fifty percent of rental revenue goes directly into a School of Arts & Sciences auxiliary account.
 - ii. SPA staff fees collected go directly into the School of Arts & Sciences auxiliary revenue line. Fifty percent of rental revenue goes directly into the Facilities & Events revenue line to cover the cost of services provided in 7. above. Event

Approved by President's Cabinet:



Dr. Joe Schaffer, LCCC President

2/04/2025

Date

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