



## Ohio Administrative Code

### Rule 3337-24-20 Use of Templeton-Blackburn alumni memorial auditorium.

Effective: April 1, 2025

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#### (A) Overview

This policy provides for the consistent allocation of space and time among the various competing uses of Templeton-Blackburn alumni memorial auditorium.

Templeton-Blackburn alumni memorial auditorium, includes the main auditorium and stage, as well as the other interior spaces of the facility, including the Chaddock-Morrow lounge, the east and north main lobbies, and the north mezzanine.

The purpose of Templeton-Blackburn alumni memorial auditorium is to host programming that enhances the educational and cultural objectives of Ohio university and the southeastern Ohio communities.

#### (B) Policy cross-reference

Policy 01.025 provides an umbrella policy for all facilities usage. Issues not addressed in this policy may be addressed there. For the purposes of policy 01.025, Templeton-Blackburn alumni memorial auditorium is an auxiliary facility.

Policy 01.044 applies to the use of the west portico. This policy applies to the interior spaces of the Templeton-Blackburn alumni memorial auditorium.

#### (C) Management

Event services shall be responsible for the scheduling, supervision, facilitation, and administration of all programs, classes, and events scheduled in Templeton-Blackburn alumni memorial auditorium.



(D) Use priorities

Please contact event services to schedule the auditorium. The auditorium will fall under the priority event scheduling process coordinated by event services and approved by president's cabinet. The following list is in order of decreasing priority:

- (1) University special weekends (e.g., mom's, dad's, sib's, etc.)
- (2) All contracted performing arts series programs
- (3) College of fine arts concerts
- (4) Major university programs (e.g., nursing pinning, HCOM white coat, etc.)
- (5) Admissions major event programs
- (6) Major student programming events
- (7) All other departments and colleges

(E) Scheduling set-up and tear-down time

The performing arts series programs scheduled shall include the day prior and the day after the event to ensure proper setup, rehearsal, teardown and restore time. Other events may request additional setup/teardown time, subject to space availability. Certain programs may require additional days prior and subsequent to the public performance dates as deemed necessary by the production services area within event services. Other requests for additional days surrounding event days will be directed to the executive director of event services.

(F) Alternatives

The staff of event services reserves the right to recommend alternative spaces for user requests, and/or deny requests that are not appropriate depending on expected size of audiences, technical



needs, scheduling concerns, and appropriateness of program in facility.

(G) Reservations

Reservations fall under the priority event scheduling process coordinated by event services and approved by the president's cabinet.

(H) Staffing

(1) All staffing, to include house manager, technical director, stage manager, ushers, and stage hands shall be in the quantity, and quality, deemed necessary by the event services staff for the protection and orderly maintenance of the facility and program. Security is determined by Ohio university police department.

(2) All events taking place within the facility are subject to custodial fees that will be assessed after the event and billed directly to the customer via a facilities work request.

(I) Ticket office

The ticket office will be operated solely by event services:

(1) All organizations or departments, charging admissions for a scheduled event, shall use the auditorium ticket office. There will be a four per cent surcharge on gross receipts. Night of event staffing costs will also be charged to sponsoring organization.

(2) A three and a half per cent charge card fee will be assessed on all applicable charge card purchases, in-person and online, and reimbursed by the sponsoring organization.

(3) All organizations or departments utilizing the auditorium ticket office shall have a university account for the deposit of all receipts unless prior authorization is approved by the executive director of event services.

(J) Cancellations



In the event of the cancellation of an event, the organization or department shall be responsible for all expenses incurred by the staff of event services prior to cancellation, including the associated costs of refunding of tickets if applicable.

(K) Concessions

(1) Events which include merchandise concessions shall either provide for the staffing of such concessions or be charged for staffing costs. There is a house fee of twenty per cent of gross sales for all merchandise concessions, unless otherwise determined by signed artist contract.

(2) No food or drink of any kind shall be sold or given away in the Templeton-Blackburn alumni memorial auditorium without the express approval of event services.

(L) Recording and photography

The use of cameras and recording devices shall not be permitted, unless approved by the event promoter, university communications and marketing, and event services.

(M) Advertising

Organizations or departments sponsoring an event must first receive clearance from event services, and the presenter (or his or her representative or agent), before posting any advertisements (print or electronic media), to assure all information is correct.