

## Instructions for Completing the Wilson Auditorium Space Contract

- Complete the top two sections on the Wilson Auditorium Space Contract where it asks for “Requester Information” and “Event Information”. Most Student Organizations will not have an account number so this section can be left blank. If a University Department is paying for your charges, please include their account information on that line. Please do not list private account information there, just the six digit department account number, if available. For every event, we must know who will be paying for any production expenses. Following the event, an invoice will be generated and sent to whomever is listed as the “Billing Contact.”
- An appointment must be scheduled with the Technical & Operations Manager for Wilson Hall Auditorium, who is currently Matthew “Matty” Gutberlet ([gutbermj@jmu.edu](mailto:gutbermj@jmu.edu); 540-568-6754). The person(s) in your organization who are in charge of the production / artistic aspects of your event must be present at this meeting. Be prepared to discuss all aspects of your production in detail. At the end of this meeting, Matty will give you an estimate of expenses and services, answer any questions you may have, and sign the Wilson Auditorium Space Contract. Appointments should be made no less than 4 weeks prior to event. Failure to do so may cause your event to be cancelled or rescheduled.
- If you are a Student Organization and have a Faculty Advisor, your advisor must also sign the Wilson Auditorium Space Contract after your meeting with Matty. You, as the Requester, must also sign the Wilson Auditorium Space Contract.
- If an admission fee is charged or donations are accepted, a facilities rental fee will be charged in addition to a charge for technical services.
- If your production is collecting cash for donations or for admission, or if your event has elements that may be controversial, a meeting may be required with the JMU Police Department to discuss event security. This is at the discretion of the Technical & Operations Manager. This meeting must take place at least 4 weeks prior to your event. Please call 540-568-6910 or email [campbejc@jmu.edu](mailto:campbejc@jmu.edu) to set up an appointment with Lt. John Campbell. Be advised if JMU PD requires officers at your event, additional charges will apply.
- **The Wilson Auditorium Space Contract, with all signatures, is due in the Union Scheduling Office at least two weeks prior to the event date. Your event is not considered confirmed until this form is received. If this form is not received by The Union Scheduling Office, the space will be released and the event cancelled.**

Please feel free to reach out to us with any additional questions or concerns.

The Union Scheduling  
The Union, Room 245, MSC 3506  
Phone – 540-568-6330  
[unionscheduling@jmu.edu](mailto:unionscheduling@jmu.edu)

## Wilson Auditorium Policies

- **NO FOOD, DRINK, GUM, OR GLITTER WILL BE ALLOWED IN THE AUDITORIUM.** Bottled water is an exception to this rule.
- Wilson Hall Auditorium will be unlocked and open to the sponsoring organization at the time agreed upon during the production meeting, and not before.
- Standing on, climbing over, or otherwise damaging the auditorium seats will not be tolerated. Violation of this policy will incur fees for any damages and may result in the cancellation of future events for your organization.
- Organizations are required to use Wilson Hall Auditorium audio, video, and lighting equipment unless outside arrangements are made with an approved JMU vendor. Vendor approval is at the discretion of the Technical & Operations Manager.
- Wilson Hall Auditorium is not the ideal space for smaller events of less than 300 people. For events of this size, use of the space is at the discretion of the Technical & Operations Manager.
- Loud audio is prohibited in the auditorium weekdays before 5pm. Wilson Hall classrooms will be in session before that time and are not to be disturbed.

**Violation of these policies may result in event cancellation(s).**

**“I fully accept and understand these policies.”: \_\_\_\_\_ (initial)**

# WILSON AUDITORIUM SPACE CONTRACT

This form must be filled out completely by the requester with all signatures obtained and returned to The Union Scheduling Office. If this form is not received in The Union Scheduling Office at least two weeks prior to the event, the space may be released for rental again. To reserve the space, auditorium service and equipment fees will be assessed. A rental fee will be charged if the sponsoring org charges an admission fee or collects direct donations. Donations collected for a third party is allowed and will not incur a fee. Upon completion, please make an appointment with Matthew Gutberlet, the T&O Manager for Wilson Auditorium, (540-568-6754) no later than 4 weeks from your event date to discuss the technical needs.

## REQUESTER INFORMATION – TO BE COMPLETED BY REQUESTER

Sponsoring Org:	Event Contact:
Local Address:	Contact Email:
Account Number:	Contact Phone#:
Billing Email:	Billing Contact:
Type of Group: <input type="checkbox"/> Student Organization <input type="checkbox"/> University Department <input type="checkbox"/> Non-University Group <input type="checkbox"/> Outside Rental	

## EVENT INFORMATION – TO BE COMPLETED BY REQUESTER

Title of Event:	
Featured Speaker/Artists:	
Type of Event: <input type="checkbox"/> Seminar <input type="checkbox"/> Meeting <input type="checkbox"/> Performance <input type="checkbox"/> Lecture <input type="checkbox"/> Rehearsal <input type="checkbox"/> Convocation <input type="checkbox"/> Worship <input type="checkbox"/> Concert <input type="checkbox"/> Comedy	
Description, if Other:	
Date of Event:	Day of Event: <input type="checkbox"/> Su <input type="checkbox"/> M <input type="checkbox"/> Tu <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/> Sa
Estimated Attendance:	Event Open To: <input type="checkbox"/> Members Only <input type="checkbox"/> Campus <input type="checkbox"/> Public
Facility Rental Fee?: <input type="checkbox"/> Y <input type="checkbox"/> N Cost \$ _____	Admission Charged?: <input type="checkbox"/> Y <input type="checkbox"/> N Cost \$ _____
Event Details:	
Special Requests:	

## AUDITORIUM NEEDS – TO BE COMPLETED BY TECHNICAL & OPERATIONS MANAGER

### 1. PERSONNEL

House Mgrs: ___ Time:	Tot Hours:	Crew: <input type="checkbox"/> Technical Fellow ___	<input type="checkbox"/> Student Labor ___
Technical Fellow Time:	Tot Hours:	Student Labor Time:	Tot Hours:
RMC Professional Ushers:			

### 2. SOUND, LIGHTING, & TECHNOLOGY

Will Southard Audio be Contracted? <input type="checkbox"/> Y <input type="checkbox"/> N Cost \$ _____ Notes:	
Microphones: <input type="checkbox"/> Handheld ___ <input type="checkbox"/> Headset ___ <input type="checkbox"/> Lav ___ <input type="checkbox"/> Drum Package ___ <input type="checkbox"/> Choir Package ___ <input type="checkbox"/> Other ___	
Mic Notes:	
Monitors?: High-Sides <input type="checkbox"/> Y <input type="checkbox"/> N Wedges <input type="checkbox"/> Y <input type="checkbox"/> N #: _____ Location:	
Pre-recorded Music/FX?: <input type="checkbox"/> Y <input type="checkbox"/> N Source: <input type="checkbox"/> CD <input type="checkbox"/> MP3 Player <input type="checkbox"/> Computer <input type="checkbox"/> FOH	
LiveStream?: <input type="checkbox"/> Y <input type="checkbox"/> N Operator Name/Contact:	
Lighting Design Services?: <input type="checkbox"/> Y <input type="checkbox"/> N Design Specs?:	
Projector & Screen?: <input type="checkbox"/> Y <input type="checkbox"/> N Full/Half Screen?: <input type="checkbox"/> Full <input type="checkbox"/> Half	Presentation?: <input type="checkbox"/> Email <input type="checkbox"/> Memory Stick <input type="checkbox"/> Online
Computer Provided: <input type="checkbox"/> PC <input type="checkbox"/> MAC <input type="checkbox"/> Teaching Station Notes:	
Adaptor?: <input type="checkbox"/> HDMI <input type="checkbox"/> USB <input type="checkbox"/> Other:	Fog/Haze/FX?: <input type="checkbox"/> Y <input type="checkbox"/> N Notes:

**\*Fog and/or haze machines are prohibited in Wilson Hall Auditorium\***

### 3. ONSTAGE NEEDS

Podium Type?: <input type="checkbox"/> University <input type="checkbox"/> Lectern Location?: <input type="checkbox"/> SL <input type="checkbox"/> SR	Rug?: <input type="checkbox"/> Area <input type="checkbox"/> Drum Location?:
Stage Notes:	
Tables?: <input type="checkbox"/> Y <input type="checkbox"/> N Number?:	Chairs?: <input type="checkbox"/> Y <input type="checkbox"/> N Number?:

**\*PLEASE CONTINUE ON BACK\***

Music Stands?: <input type="checkbox"/> Y <input type="checkbox"/> N Number?: _____ Location?:		
Piano Rental*? <input type="checkbox"/> Y <input type="checkbox"/> N Rental Fee \$	Other Instrumentation:	
Stage Layout Notes:		
Choral Risers*?: <input type="checkbox"/> Y <input type="checkbox"/> N Number?: _____ Location?:		
4' x 8' Platforms*?: <input type="checkbox"/> Y <input type="checkbox"/> N Height?: 8": _____ 16": _____ 24": _____ 36": _____ Location?:		
<b>*If piano or choral risers are needed, approval must be obtained from the School of Music at least 3 weeks in advance and a rental fee will be assessed. For piano, an additional tuning fee will be assessed. It is the responsibility of the requester to submit a work order to have risers moved TO and FROM Wilson Auditorium at the times specified by the Director of Concert and Support Services for the School of Music.</b>		
<b>4. OFFSTAGE NEEDS</b>		
Dressing Room/Green Room Needs:		
Deliveries?: <input type="checkbox"/> Catering <input type="checkbox"/> Aramark Delivery Notes:		
Delivery Contact Info:		
Catering Notes:		
Parking Requirement Notes:		
<b>5. LOBBY NEEDS</b>		
Lobby Display?: <input type="checkbox"/> Y <input type="checkbox"/> N Display Notes:		
# Tables Needed:	# Chairs Needed:	
Merch Sales?: <input type="checkbox"/> Y <input type="checkbox"/> N Merch Notes:		
Other Lobby Needs:		
<b>JMU Police Department</b>		
Number of Safety Officers Required:		
JMU Police Dept. Signature (Lt. John Campbell)/Date**: (only required for select performances with attendance of 250 persons or more)		
<b>OTHER NEEDS – TO BE COMPLETED BY TECHNICAL &amp; OPERATIONS MANAGER</b>		
Additional Needs:		
<b>ESTIMATED COST – TO BE COMPLETED BY TECHNICAL &amp; OPERATIONS MANAGER</b>		
Student Personnel: \$	Technical Fellow: \$	Expendables: \$
House Manager: \$	Housekeeping: \$	
Lighting Design Fees: \$	Audio: <input type="checkbox"/> Mic Rental: \$	<input type="checkbox"/> Southard Audio: \$
Rental: <input type="checkbox"/> Piano: \$	<input type="checkbox"/> Choral Riser: \$	Facilities Rental Fee: \$
Total Estimated Cost: \$		
<b>SIGNATURES</b>		
Signature below indicates responsibility for the information on this sheet and acknowledgment of the rules and regulations. Groups reserving this space shall be responsible for the behavior of their members and guests and are responsible for all negligent damage. Parking arrangements must be made through the Parking & Transit Office.		
Requester**/Date:		
Adviser**/Date:		
Technical & Operations Manager for Wilson Auditorium/Date:		
Coord of Student Org Development/Date (only required if selling JMU related merchandise):		
The Union Scheduling/Date:		
Director of Concert and Support Services, School of Music/Date (only required if borrowing equipment):		
**Please make a copy for your records after obtaining the appropriate approvals**		

Please complete entire form and return to: The Union Scheduling Office, Room 245, MSC 3506, James Madison University, Harrisonburg, VA 22807