Ardrey Memorial Auditorium/Ashurst Hall

Theater Usage Policy and Procedure

Mission Statement

The mission of NAU’s Ardrey Memorial Auditorium (AMA) is to promote Northern Arizona University’s core values of excellence in education, student success, diversity, integrity and civility while providing a setting for programs that enhance the cultural and intellectual growth of NAU’s faculty, staff and students along with the Flagstaff community and all of Northern Arizona. It is the purpose of Ardrey Memorial Auditorium to attract national and international artists while developing the success of NAU’s College of Arts & Letters.

Vision for the Auditoria

We are always working for a better facility to serve the NAU/Northern Arizona Community. Ardrey Memorial Auditorium is the premier performing arts hall for all of Northern Arizona. To that end, we are committed to the following endeavors:

- Building more international and national events while developing and promoting the academic purpose of the auditorium;
- Developing a partnership to showcase not only the School of Music events but local community performing artists and organizations to help them build audience and increase impact;
- Providing partnership opportunities to develop educational outreach programs for both the young and older members of the community;
- Providing a central place for the community to come together to engage in dialogue, celebrate community and experience great performances; and
- Helping increase the impact on the local markets of Flagstaff by bringing in a variety of performances/acts to help add to the economic vitality of Flagstaff.

Theater Usage Description

Ardrey Memorial Auditorium and Ashurst Hall are multi-use facilities governed by the Northern Arizona University College of Art & Letters – Dean’s Office and intended for services to NAU and the Flagstaff and Northern Arizona community.

All users of the auditoria will be aware of the policy, procedure and guidelines laid out in this policy and will adhere to their standards. Scheduling of NAU and non-NAU groups is carried out by the Ardrey
Memorial Auditorium General Manager in conjunction with the Technical Director. All groups are subject to the rental and administrative fees laid out by the Auditoria in accordance with their level of priority.

**EMERGENCIES**

If, at any time, you are using a facility and supervising a student/faculty rehearsal and a medical/fire/police emergency occurs, you MUST contact the General Manager IMMEDIATELY. (Signs will be posted with Emergency contact numbers). The State of Arizona requires that all incidents be reported no later than 24 hours from the time an incident occurs. If you do not report an injury and later try to file a claim with the State, they may deny it.

**Scheduling the Auditoria**

**School of Music ONLY:**

Calendar committee scheduling meetings are held at the beginning of the fall semester to schedule for the next academic year. All events are scheduled with the following priority:

1. Presidential Mandated Events
2. SUN Holds and commercial rentals
3. Flagstaff Symphony Orchestra
4. Master Chorale of Flagstaff
5. School of Music  
   - NAU Opera  
   - Symphonic Band  
   - Wind Symphony  
   - Choral Department  
   - Symphony Orchestra  
   - Jazz Concerts  
   - Chamber Orchestra Ensembles  
   - Studio Recitals  
   - Faculty Recitals  
   - Student Recitals

Calendar information for both Ardrey and Ashurst Auditoria is available through EMS Software. To look up hall availability, please see below.
Reserving Ardrey or Ashurst:

Use the website below to access the reservation system for the halls.

https://sandy.ss.nau.edu/VirtualEMS/

- My Account > Log In (with CAS login info)
- Click “Reservations”
- Step 1: Select the date, start time, and end time for your event. You can also set-up a reoccurring event.
- Step 2: The System automatically defaults to Performing Halls which includes Ardrey and Ashurst
- Step 3: Type in the number of people attending the event (Approximate).
- Step 4: Select your room set-up type. This will affect your search results. Feel free to browse rooms and review different set up types prior to submitting your request.
- Step 5: Press “Find Space”
- Step 6: Review available space. If there is a blue line during the time you are requesting, then that space is not available. Once you have determined the room you would like to request to use click the green + button to the left of the name. If you click the name, you can review the details of that room.
- Step 7: Click “Details” to type in your Event Name, Event Type, Group Name (Department), and Contact name. In addition, complete questions regarding the details of your event. If you are an NAU Employee, your contact info should populate.
- Step 8: Once all information is inputted, press the gold “Submit” button. Your request has been submitted to the building manager and you should hear back in 2 business days. You can check on the status of your request by clicking the "review my reservations" option under the reservations tab.

**Browsing the calendar:**
- https://sandy.ss.nau.edu/VirtualEMS/
- My Account > Log In (with CAS login info)
- Click “Browse”
- Click “Filter” on the top-right corner of the calendar, select a date & facility (Performing Halls), and then click “Apply”

The Technical Use forms for Ardrey and Ashurst are available for download on our website at [nau.edu/ardrey](http://nau.edu/ardrey) or [nau.edu/ashurst](http://nau.edu/ashurst). These forms need to be completed and returned to the office no later than FOUR weeks prior to the event. If the technical use forms are not turned in or completed correctly, technical needs cannot be guaranteed.
Office of the President Events

The NAU President’s Office has the highest priority in scheduling and these events can be scheduled at any time. Also, the President’s Office has the authority to override current NAU events. If a President’s Event overrides an NAU event, every effort will be made to move the NAU event to another suitable place. There may be times when rescheduling or moving is not possible and an event will be cancelled.

Flagstaff Symphony Orchestra

Flagstaff Symphony Orchestra (FSO) events are contracted events and are scheduled up to 16 months prior to the upcoming season. FSO rents the auditorium for the entire day. If necessary, rehearsals that do not disturb the FSO setup can be requested through the Facility Manager with the FSO manager’s permission. The usage of the hall for NAU School of Music rehearsals cannot be guaranteed; however, once permission is given, FSO cannot rescind the permission.

FSO traditionally schedules seven concerts in the hall and the concerts are usually held on Friday evenings. There are normally four rehearsals prior to the concert; however, that number can change depending upon on the individual concert.

NAU Opera

NAU Opera dates are scheduled one year in advance. NAU Opera is granted the following:

Fall semester: Rehearsal starting in Ashurst Hall the week PRIOR to the start of school (4p-6p Mon-Thurs and 3p-6p Fri). Three prep days and two performance days in Ashurst Hall for a small Opera production.

Spring Semester: Two weeks of preparation (first week over spring break) and one week of tech/performances.

(2010 Fall Semester ONLY Opera classes will be in LA18 NOT Ashurst Hall)

The NAU Opera Director is responsible for opening and securing the room each day.

- If there are any problems with the facility, they must be reported by the Director to the Ardrey Office immediately.
- If there is a contracted event that requests usage of the space, Opera must relinquish the space to the renter.
- It is the Opera Director’s responsibility to then find a suitable place for their rehearsal.

Master Chorale of Flagstaff

Master Chorale of Flagstaff events are contracted events and are scheduled up to 16 months prior to the upcoming season. MCF rents the auditorium for the entire day.
School of Music Large Performing Ensembles

Large Ensemble Concerts consist of the following groups:

- Wind Symphony
- Symphonic Band
- Collegiate Band
- Orchestra
- Choral Department

Each group will be granted the following: 2 concerts each semester

One Concert and one dress rehearsal in the hall (On very rare occasions, we will not be able to have the rehearsals to be directly in front of the concerts).

ALL performing ensembles are required to ticket their concerts in Ardrey Memorial Auditorium. Extra dates and events will be charged to the individual departments at the Category II rates

Rehearsal Procedures:

- Each ensemble is responsible for the setup and restore of the stage for their dress rehearsal. The faculty attached to this ensemble is required to have an assigned setup crew that must be trained by the Ardrey staff prior to your first rehearsal.
- Each ensemble is required to have its setup crews stay after the concert to help strike the stage.
- Ardrey Memorial Auditorium assigns (whenever possible) one Ardrey crewperson who participates in each ensemble to ensure the proper use of Ardrey equipment. If additional staff is needed for rehearsals, i.e.; sound engineer or lighting, then a request must be put on the Tech forms and in writing to the Ardrey staff at least Four weeks prior to the rehearsal.
- Ardrey Auditorium will ensure that the orchestra shell and the lighting are adequate for the rehearsals (providing the staff has adequate notice of stage needs).

Concert Procedures:

- Ardrey Memorial Auditorium will set up the stage according to the tech sheet provided. It is the responsibility of the performing group to provide labor to ensure that the setup is correct.
- All setup must be completed 30 minutes prior to house opening.
- All rehearsals and warm-ups are to be completed 15 minutes prior to the concert start time.
- After the concert has ended, the performing ensemble MUST provide labor to assist in the strike of the event.
Jazz Concerts

Jazz I Ensemble will be granted 2 concerts per semester and Jazz II Ensemble will be granted 1 concert per semester. Each concert is eligible for one rehearsal if requested during the calendar planning time period. Due to the sound requirements, Ardrey Memorial Auditorium will be responsible for the stage setup for each concert and rehearsal. Additionally, access is limited to Ardrey crew only until the setup is complete.

Studio Recital/Faculty and Student Chamber Recitals/ Faculty Recitals

Studio Recitals and Chamber Ensembles are scheduled after the ensembles have verified their dates are accurate and do not need changes. After all large ensembles and jazz concerts are scheduled; the schedule is open to studio teachers to schedule their individual studio recitals.

ALL studio and chamber recitals that do not require percussion or Organ are to be scheduled in Ashurst Hall.

Studio and/or student chamber recitals should be combined to better facilitate the use of the Ashurst. Rehearsal for all School of Music events must be scheduled between the hours of 8:00 am and 5:00 pm. No rehearsals will be scheduled in the evenings or on weekends.

Student Recitals - Senior/Junior

Only required degree recitals will be scheduled in the auditoria. Junior recitals must have the signature of faculty on technical use forms and must be shared by two or more students. Due to the high volume of recitals, students will only be allowed one junior and one senior recital. All recitals that do not require organ or percussion will be scheduled in Ashurst Hall.

The following apply to scheduling procedures for Recitals:

- The schedule will be opened to students wishing to schedule recitals by the week prior to the beginning of the fall semester.
- Students may call the AMA offices or Email us with recital date requests (523-4120 or brett.kitch@nau.edu).
- ALL students MUST already have an accompanist assigned to them prior to scheduling a recital time and that accompanist must be with them at the time of scheduling.
• Technical Use forms MUST be turned into the Ardrey offices or dropped in the Ardrey mailbox located in the School of Music office no later than **FOUR (4)** weeks prior to the recital. If forms are not turned in, the recital can be cancelled.
• If a recital is cancelled for any reason by the student or responsible faculty, Ardrey offices must be notified at least 36 hours prior to their recital.

*No sophomore/freshman recitals will be permitted in the auditoria spaces.*

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**Commercial Scheduling Policies**

All commercial rentals of the performing halls are contracted after the College of Arts and Letters academic requirements are scheduled. All outside events will be booked with the effort to not infringe on another ticketed event in the halls. Outside rentals take priority in the dressing room areas and loading docks. Notice will be posted regarding upcoming events no later than 2 weeks prior to an event.

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**Theater Usage Policy for ALL Users of Auditoria**

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**Section I: Facility Usage and Usage Agreement**

All events must be scheduled with the Ardrey offices no later than **6 weeks** before the scheduled event.

A rental fee deposit is required for ALL outside non-profit or commercial renters. See attached fee schedule for amounts.

*All events in Ardrey Memorial Auditorium must be ticketed through the NAU Central Ticket Office. If an event cannot be ticketed due to a curriculum – based situation, those events must be discussed with the Ardrey Facility Manager prior to scheduling the event.*

Every effort must be made to ticket events in the AMA, and that requires that there must be effective marketing of the event in order to promote ticket revenue generation.

**Suggested ticket pricing for School of Music Events:**

- **Adults:** $15.00 + fees
- **NAU Students (with ID):** Free or $5.00 + fees (depending on your event)
- **Children:** $5.00 + fees
Seniors: $10.00 + fees
Community Students (With ID) $5.00 + fees

All ticketed events must work with the NAU Central Ticketing Office (CTO) and must provide Ardrey with a copy of the contract between the user and CTO.

NO donations will be taken at the doors to either performing hall. For appropriate fund raising techniques and policies, contact the Director of the School of Music.

All catered events must use Sodexho catering on campus. If a Food Waiver is required, then Sodexho will contact the auditoria when appropriate waivers are signed and completed. Waivers must be applied for at least 6 weeks prior to an event allowing for time to process the waiver through the President’s Office.

*There is no food, candy, gum or beverages--except for bottled water--allowed in Ardrey Memorial Auditorium at any time.*

Ardrey/Ashurst halls have a limited amount of lighting and PA available. Any additional equipment required that is beyond the halls’ capabilities will be rented and the cost passed on to the performer. Due to the fact that full student crews are not always available due to class scheduling, users should not assume that the technical needs requested for a performance can or will be available at the rehearsal. Please be sure to request additional equipment and/or staffing needs at least four weeks in advance if needed for a specific rehearsal or event.

Do not leave valuables or instruments unattended in the performance halls. Any equipment or property of the user remaining on the premises of the auditoria is held for a maximum of 2 weeks. If it is not claimed, it is considered abandoned by the user and can be disposed of by the auditoria.

*Northern Arizona University does not insure performers, their instruments, or their personal equipment. This includes student instruments and equipment.*

Plan on arriving at least 45 minutes prior to the start of your event to meet with staff and discuss the performance. Performers must clear the stage of personnel, instruments and personal belongings immediately following the performance. Any changes made to the Ashurst seating arrangement must be restored by those individuals using the hall at the conclusion of their event.

For non-ticketed events:
   
   Ardrey will open 1½ hours prior to the performance for stage setup and will be open 1 hour prior to an event for on-stage warm-up.

   Ashurst will open 1 hour prior to the performance for set up and ½ hour for on-stage warm up.

*ALL ARDREY ON-STAGE WARM-UPS MUST END 30 MINUTES PRIOR TO PERFORMANCE TIME TO ENABLE HOUSE DOORS TO OPEN ON TIME.*
**Staffing Policy for School of Music Events**

All performing ensemble concerts and other small ensembles IN ARDREY will be provided the following staff:

- 1 – Stage Manger
- 1 – Sound Person for recording and small mic needs
- 1 – House Manager
- 2 - House crew (if audience of over 100 is expected)

Additional staff can only be determined when Technical Forms are submitted in a timely manner. If the proper forms are not submitted on time, the needs of the performers may not be met.

All events in Ashurst will have the following crew:

- 1 – Stage Manager
- 1 – Stage hand/House person

**Recording Policies**

Ardrey Memorial Auditorium and Ashurst Hall are both equipped with digital recording equipment. This allows for recordings of events to be sent directly to the School of Music office in order to be downloaded to Itunes for access. All recordings will be sent to the School of Music office no later than one week after each event. Ardrey/Ashurst recordings are for archival purposes ONLY. Recordings needed for entrances into other schools or for commercial purposes should be done by professional recording studios/engineers and are an additional expense. Recording engineers/studios that are working in Ardrey or Ashurst hall must provide the university with proof of insurance per University policy. Terms are available on the Ardrey website at nau.edu/ardrey.

**Performance Hall Schedules**

Hall schedules are available through EMS Software at https://sandy.ss.nau.edu/VirtualEMS/. For more accurate information on a certain date, please contact the Ardrey offices at (928) 523-4120.
Dressing Room Areas

The dressing rooms located behind Ardrey Memorial Auditorium are used on a case-by-case basis and are off limits to permanent classes or practice times. These rooms included 171 and 173. These rooms are maintained by Ardrey Memorial Auditorium and are used for performers and guests.

Access to Ardrey Offices

Ardrey Offices are located above the Ardrey Lobby. The Right hand ADA door on the North Ramp is unlocked between the hours of 8a-3p. The Elevator access to the 4th floor (Balcony-walk across to the office) is open from 9a-3p. If the doors are locked, we are unavailable and you can contact the offices by email or phone at any time. Access to the auditorium can be denied during productions or construction at any time.

Contact Information

Kathleen Battali  General Manager  928-523-9042 (office)
Kathleen.Battali@nau.edu  928-853-1421 (cell phone)

Jason Pickering  Technical Director Senior  928-523-4707 (office)
Jason.Pickering@nau.edu  828-406-2166 (cell phone)

Brett Kitch  Event Coordinator  928-523-4120 (MAIN OFFICE LINE)
Brett.Kitch@nau.edu