

# Fowler Center Procedures and Guidelines

## Purpose & Scope

Fowler Center at Arkansas State University serves as a premier facility for performing and visual arts, designed to advance the university's educational mission and enrich the region's cultural life.

The primary purpose of Fowler Center is to support the academic, artistic, and educational activities of Arkansas State University students, faculty, and staff. The Center functions as a vital resource for curricular and co-curricular programs in music, theatre, dance, and related disciplines.

In alignment with A-State's commitment to public service and community engagement, Fowler Center is also available for use by affiliated organizations, local non-profits, and external groups when such use does not conflict with university activities and priorities. This supports the university's mission of fostering partnerships and enhancing the cultural, educational, and economic vitality of the region.

These Procedures and Guidelines establish clear regulations governing the reservation and use of all spaces within Fowler Center. (see *Definitions as to Fowler Center areas*)

All users of Fowler Center are expected to uphold the standards of Arkansas State University and comply fully with these policies to ensure safe, efficient, and mission-aligned operations. Questions regarding these guidelines should be directed to Fowler Center Director at (870) 970-3315 or via email at [fowlercenter@astate.edu](mailto:fowlercenter@astate.edu).

## Definitions

### **Academic User:**

University faculty, staff, or student groups using facilities exclusively for instructional purposes, academic performances, or activities intended solely for the university community, with no admission fee or profit motive.

### **Affiliated User:**

An organization or group with a formal, documented relationship with A-State (e.g., co-sponsored community partnerships, programs funded by grants administered through the university, or organizations supporting university missions).

### **Box Office Services:**

Ticketing and admission management services provided by A-State staff, including advance sales, on-site sales, and will-call. All ticketed events MUST go through Ticketmaster due to the university's contract with said entity.

### **Campus-Based User:**

Any A-State department, college, or business unit using Fowler Center facilities for official university business. Charges, if applicable, are billed directly to a university account number for that department.

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## **Cost Recovery Rates:**

Direct cost charges assessed to cover personnel, utilities, setup, load-in/load-out, and related operational expenses for events that require registration or participation fees, or that generate revenue.

## **Event Supervisor:**

An individual designated by the user group who is responsible for the event and present at all times, including load-in, rehearsals, performances, and load-out.

## **External User:**

Individuals, groups, or organizations not affiliated with A-State. Includes for-profit, non-profit, and community groups renting space for events not directly tied to university activities.

## **Fowler Center:**

Refers to the comprehensive arts facility at Arkansas State University, including Rotunda, Riceland Hall, Drama Theatre, Simpson Theatre, Bradbury Art Museum, Grand Hall, and all supporting areas such as dressing rooms, rehearsal spaces, classrooms, restrooms, scene shop, offices, and meeting rooms.

*\*(Not all areas are available for rental. See the Rental and Pricing Sheet for available areas. If the area is not on the sheet, please contact the Director of Fowler with inquiries.)*

## **Fronting:**

The prohibited practice of permitting a non-university individual or organization to use university facilities under the guise of being sponsored by a university entity to receive discounted rates or avoid applicable charges. (see *Fees and Compliance* sections)

## **Grand Hall (Lobby):**

The main public lobby area, also known as the Grand Hall, is used for receptions, meetings, and certain performance-related activities. Due to its role as a primary circulation space, all events in this area must be scheduled with potential access conflicts in mind. Furniture layout must remain as approved unless otherwise authorized.

## **House Manager:**

A trained staff member responsible for front-of-house operations, guest safety, and audience services during an event. Required for all events with audience attendance.

## **Load-In / Load-Out:**

The periods during which event materials, equipment, and scenery are delivered to or removed from the facility. These periods are included in the total rental time and must be scheduled in advance.

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## **Service:**

Personnel support or expertise provided by the university or Fowler Center staff, including but not limited to technical support, event management, box office services, equipment rental, security, and housekeeping.

## **Set-Up Sheet:**

A document found on our website or sent by Fowler Center's Event Coordinator specifies the needs of the rented venue. This could include personal setup for seating or risers, as well as catering.

[https://astate.qualtrics.com/jfe/form/SV\\_cDcbNK0hQvCwZ5s](https://astate.qualtrics.com/jfe/form/SV_cDcbNK0hQvCwZ5s)

## **Technical Rider:**

A detailed written document outlining all technical requirements for an event, including but not limited to lighting, sound, rigging, stage configurations, and staffing needs. A technical rider must be submitted and approved before final booking confirmation can be made.

## **University User:**

University-affiliated groups or student organizations using facilities for events open to the broader public, events involving ticket sales or fundraising, or activities that generate revenue.

## **Spaces and Facilities**

Fowler Center at Arkansas State University is a state-of-the-art arts and events complex designed to support a diverse range of academic, cultural, and community activities. The facility offers flexible spaces suitable for performances, lectures, exhibitions, rehearsals, workshops, and special events.

The following spaces are available for reservation:

### **Riceland Hall**

A premier concert and performance hall seating approximately 970 guests, designed with professional acoustics suitable for symphonic concerts, choral performances, large-scale theatrical events, and high-profile keynote presentations.

Features include:

- Full proscenium stage.
- Professional-grade lighting and audio systems.
- Integrated projection and video capabilities (with advance notice).
- Dressing rooms and backstage support areas.
- Dedicated loading dock access for large set pieces and equipment.

### **Drama Theatre**

A classic proscenium-style theatre accommodating 340 guests, ideal for dramatic productions, dance concerts, academic lectures, and medium-scale musical performances.

Features include:

- Flexible stage configurations for diverse performance styles.
- Modern lighting grid and programmable lighting control.

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- In-house sound system suitable for music, speech, and multimedia presentations.
- Access to dressing rooms, backstage storage, and technical support areas.

### **Simpson Theatre (*not for general rental, please contact Fowler Center for details*)**

A versatile black box theatre with configurable seating (typically accommodating up to 150 guests, depending on setup), designed for experimental theatre, recitals, workshops, student showcases, and intimate performances.

Features include:

- Adjustable seating and stage layouts to support immersive or unconventional staging.
- Basic lighting and audio systems are adaptable for creative projects.
- Direct backstage and dressing room access.
- Ideal for innovative programming and educational laboratory work.

### **Grand Hall (Lobby)**

A spacious, architecturally distinctive lobby area serving as both the main entry point and a gathering space, ideal for receptions, pre- and post-show functions, banquets, lectures, small performances, and community meetings. Capacity: Maximum 200 w/tables & chairs, 970 Standing.

Features include:

- Elegant fixed architectural design with high ceilings and natural light.
- Basic lighting and audio systems are adaptable for creative projects
- Flexible open space for event setup (with prior approval).
- Access to on-site catering through A-State's contracted provider.
- Integrated digital display capabilities for signage or presentations (with advanced coordination).

### **Bradbury Art Museum**

A professional art gallery space supporting curated exhibitions, artist talks, gallery tours, educational workshops, and private receptions.

Features include:

- Museum-quality display systems and professional lighting.
- Climate-controlled environment for artwork preservation.
- Staff support for exhibition preparation and event coordination.
- Opportunities for integrated programming with other Fowler Center activities.

### **Classrooms and Meeting Rooms**

Multipurpose rooms are available for rehearsals, breakout sessions, workshops, meetings, and training events.

Features include:

- Varying capacities depending on the room (typically 20–60 participants).
- Access to standard classroom audiovisual equipment (projectors, screens).
- Flexible furniture configurations.
- Subject to academic scheduling priorities.

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## Dressing Rooms and Backstage Facilities

Equipped to support professional and student productions with amenities such as:

- Dressing mirrors, costume racks, and lighted vanities.
- Private restrooms and limited lounge space.
- Secure temporary storage during active events (overnight storage requires written approval).
- Direct stage and loading dock access where applicable.

## Scene Shop

The scene shop is **reserved exclusively for the Theatre Department** and approved university personnel.

Features include:

- Professional-grade woodworking and scenic construction equipment.
- Paint and finishing areas with proper ventilation.
- A separate policy governs strict safety and access protocols.

## Included Amenities

Unless otherwise specified in the rental agreement, the following standard amenities are included:

- Standard installed lighting and sound systems appropriate to each venue.
- One house technician to operate basic systems during the event.
- Pre- and post-event standard housekeeping services.
- Standard lobby or public area setup (furniture arrangement as approved).

**Additional technical services and specialized equipment** (e.g., additional microphones, wireless systems, advanced lighting packages, grand piano usage, and tuning) are subject to availability and additional fees. All such requests must be made in writing and approved before final confirmation of the event.

## Scheduling and Reservations

All reservations for spaces within Fowler Center must be submitted to the Fowler Event Coordinator or an authorized designee. Fowler Center Director will be the sole approver of all submitted events. The following policies govern the scheduling process for all user groups.

## Priority and Availability

- Academic and student-related groups are given priority scheduling during the academic semester for events planned for that semester and/or the academic year. Fowler Center will prioritize scheduling all academic reservations first. A department or a University-recognized student group must sponsor all "student" events. Due to the nature of our facility, individual students will not be allowed to reserve any spaces unless doing so on behalf of, and in their role with or without an affiliation with the University, a Department, or a University-recognized student group.
- **Academic users/programs** have precedence over other campus-affiliated or student organization events.

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- **External users** may request reservations up to twelve (12) months in advance, but no commitment is final until the contract, technical rider, and deposit have been fully executed and received. A Temp-Hold can be placed; however, it is up to the external entity to finalize reservations from Temp-Hold to a Hold. If not finalized, Temp-Holds will be removed.
- **University maintenance**, facility refurbishment, and critical upgrades are top scheduling priorities and may require adjustments to previously scheduled events. Every effort will be made to minimize conflicts and notify affected parties promptly. **Regardless of the event, affiliation, or relationship with A-State, all Fowler Center maintenance personnel can change reservations, irrespective of when they were made.**

### Reservation Timeline

- All reservation requests must be finalized **at least two (2) weeks before** the scheduled event. If the entity renting the space has not received a contract by this timeframe, they must contact the Event Coordinator to finalize all rentals by this point.
- Advance requests are encouraged to ensure optimal availability and to accommodate technical planning. If you are inquiring about events that are held yearly, please contact the Director of Fowler to discuss sequential holds.

### Contracts and Deposits

- A signed rental agreement, including all applicable attachments (such as set-up sheet, technical rider, and/or proof of insurance), and a **deposit** are required to secure any reservation. Until these requested items are provided, a secure HOLD on the requested dates and space will not be possible.
- Deposits are fully refundable up to **30 days before** the event date, subject to terms outlined in the Cancellation Policy.
- Deposits will be applied toward the final balance only if all contract terms are met. The contract will specify to which entity the deposit should be paid, e.g., Fowler Center, Theatre Department, BAM, etc.

### Load-In and Load-Out Scheduling

All load-in and load-out activities must occur **between 8:00 a.m. and 12:00 midnight**, unless approved in writing in advance. Fowler Center Technical Directors will work with the entity to determine the timing. Please note that Fowler Center has several events happening simultaneously, and your load-in and out times are critical to our operations. Please be aware that if you attempt to load in before your scheduled time or load out later than the agreed-upon time, your reservation will be charged for these additional times.

- Load-in and load-out times must be coordinated with Fowler Center Technical Directors to avoid conflicts and ensure appropriate staffing. Once your set-up sheet is completed, the TDs will contact you to verify your times and set up requests before the event.

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- Rental time includes all periods during which the space is reserved and inaccessible to other events, regardless of actual occupancy. Rental time begins with load-in and ends with load-out, not the timing of the planned event.

### Supervision Requirement

- Each user group must designate an **Event Supervisor** who is responsible for the event, financial decisions, and present at all times, including during load-in, rehearsals, performances, and load-out. Fowler Center staff is happy to help with your event planning; however, your event is your responsibility, and our staff will maintain Fowler Center spaces and equipment.
- A-State Departments can utilize their department student groups if they so wish; however, all entities designated to run their event will be held responsible for any issues that arise during the performance.
  - If the A-State Department(s) are scheduling events in conjunction with outside entities, that department will be required to be present at all scheduled events. The Event Supervisor from A-State Departments is not allowed to pass responsibility to outside entities. If any issues or damage occur, that department will be charged accordingly and could subsequently have their use of Fowler Center spaces revoked.
- Affiliates and outside university entities will designate **an Event Supervisor** and, by the scope of the rental, will either be required to provide Front of House management and ushers. If the renting entity does not have these areas covered, please notify us within your setup sheet, and we can provide Staffing Services for ushers and front-of-house management according to their fee.
- Failure to provide or maintain a responsible supervisor on-site may result in immediate suspension of access and additional charges.

### Weekend, After-Hours, and Holiday Events

- Events scheduled on weekends or outside standard operating hours may incur **additional charges** for staffing and security.
- No events are permitted during official university holidays without explicit written approval from the Chancellor's Office or designated authority. Please contact the Director of Fowler directly for this request. Requests that are not sent at least **1 Month** before the scheduled event cannot be fully considered due to time limitations.
- All events must conclude, including clean-up, by **midnight**, unless otherwise arranged and approved in advance. (see *load in and load out section*)

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## Users, Fees, and Payment

Use of Fowler Center is subject to rental fees and additional charges that vary depending on user type, facility choice, and event-specific needs. All payments are reviewed and adjusted annually to ensure competitiveness and reflect current operational costs. Individuals and organizations will be billed for labor, including personnel, technical support, and running crews, based on their specific requirements. Facility rental rates are available as an addendum to this document and on Fowler Center website. Waiving of partial or all fees is at the discretion of the Director of Fowler and the Chancellor/Provost office, in accordance with the mission & goals of A-State.

### **Academic Users:**

University groups using facilities exclusively for instructional purposes or performances intended solely for A-State audiences, without admission fees or profit motives. These groups are exempt from base facility rental fees but remain responsible for direct costs, including personnel, technical support, and specialized services as stated above.

- **Faculty/Staff Conducting University Business** – This means the planned event is for A-State business. Events such as orientation, open house, faculty meetings, advising sessions, council meetings, etc. Fowler Center provides faculty and staff groups with the opportunity to schedule space at waived or reduced charges; however, this does not exclude the cost of labor. For all no-charge reservations, Fowler Center reserves the right to closely monitor the time allocated for the scheduled event to ensure we are maximizing the use of all campus facilities. All reservations are subject to approval.
- **Please see Definitions: Fronting**

### **University Users:**

University-affiliated departments or student organizations hosting events open to the public, fundraising activities, or ticketed performances. Reduced rental rates apply, but personnel, technical, and equipment charges are assessed as needed. Facility rental will be directed to the University Rental line, as listed in Fowler Center Rental Rates.

### **Affiliated Users:**

Organizations with formal, documented partnerships or co-sponsorships with A-State. Facility rental will be directed to the Affiliated Rental line, as listed in Fowler Center

### **External Users (Non-University):**

All non-affiliated individuals, organizations, or businesses, including for-profit and not-for-profit entities. Full rental and service fees apply. Facility rental will be directed to the External/Non-University Rental line, as listed in Fowler Center Rental Rates.

**Note: Cost recovery rates will be applied to all events and activities for which a registration or testing fee is required to participate.**

There are two basic user types included in this group:

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**Co-sponsored events** – Co-sponsored events are activities or programs which are provided through the University but involve non-University clients. Rental requests for co-sponsored events will require documentation to demonstrate co-sponsorship by a University unit, as outlined in their rental requests. If not provided, the rental cost will be allocated to either Affiliate or External User Rental Rates.

## Co-Sponsored Events Requirements:

- The co-sponsoring University unit (“the unit”) provides on-site faculty or staff presence for the entire duration of the event reservation. The unit will provide names and Contact information within reservation requests.
- The event advances the academic or public service mission of the unit, and the unit is substantively involved in planning and delivery, as attested by the department chair or director. (*Sign-off process will be required on reservation requests*)
- All marketing and programs include A-State branding and unit credit, with the unit named as sponsor. (*Documentation may be requested.*)
- If recruitment is cited as a justification for the event, a documented communication from the Recruitment Office evidencing their management of the recruitment during the event is required.
- The unit will be responsible for all the spaces and any after-care of the event: All spaces will be left as they were found. If damage or additional custodial needs are required, the unit will be billed regardless of fault or waived fees for the event prior. The unit shall be fully liable for any and all damages and custodial costs required as a result of co-sponsored events, with such costs being assessed at the discretion of the Fowler Center.

If any department or unit fails to comply with the co-sponsored event requirements for Fowler Center, that department will be billed the full reservation cost and may be restricted from reserving spaces for that unit in the future.

**Adjunct organizations** - Programs which are sponsored by a University-sanctioned group directly related to the mission of the University. In exceptional circumstances, courtesy adjunct organization status will be extended to individuals and organizations with which the University has significant educational and strategic relationships. The Chancellor or her/his designee may grant this status.

- Individuals and organizations listed under affiliate groups who have required a fee for entry into an activity or event will be charged cost recovery rates based upon direct hourly costs for the respective auxiliary department, services, and facilities provided. Direct costs include labor for setups and load-out, housekeeping, utilities, and other expenses.

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**Deposits** - A deposit is required for all functions at Fowler Center. Advance deposits are 100% refundable up to 30 days prior to the event. Rescheduling is based on facility availability. Deposits will be applied toward the total event cost only if the contractual agreement outlined in this document and other relevant documents is fulfilled.

**Billing** - The estimated payment for most functions is due on the last business day preceding the event. Only certified funds will be accepted as payment, unless otherwise arranged with the Fowler Center Event Coordinator. Fowler Center does not accept cash payments. Please make all payments through the Fowler Center Marketplace ([https://secure.touchnet.net/C20019\\_ustores/web/store\\_main.jsp?STOREID=67](https://secure.touchnet.net/C20019_ustores/web/store_main.jsp?STOREID=67)) or submit an on-campus requisition. Additional charges, if necessary, will be billed following the event as determined by Theatre Management and/or A-State staff, faculty, or administration.

**Fee Waivers** - A-State reserves the right to reduce or waive facilities and property charges where a compelling public need or interest is served; an example is using a designated facility as an emergency shelter for hurricane evacuation or other disasters.

All requests for fee waivers must be submitted in writing to the Director of Fowler Center. Fowler Center Director & Office of the Chancellor, and Provost have the right to waive partial or all fees for specified events that serve the mission of A-State University and its surrounding community.

### Event Operations & Restrictions

All events held at Fowler Center must comply fully with these operational standards to ensure the safety of guests and staff, protect facility integrity, and support the mission of Arkansas State University.

### Event Hours and Access

- All event activities, including load-in, rehearsals, performances, and load-out, must occur between 8:00 a.m. and 12:00 midnight, unless approved in advance in writing by Fowler Center Director or Fowler Center Technical Director(s).
- Events must conclude, including clean-up and audience departure, no later than midnight to avoid additional charges. Subject to approval and scheduling.

### Security Requirements

- Security personnel are required for all events that will collect funds from ticket sales or other types of sales. Fowler Center will add this charge to all rentals of this type. Depending on the size of the event, the renter can request that Security be waived. Please contact the Event Coordinator for questions.
- Additional security, including A-State Police, may be required based on event type, size, or specific risk assessments. Fowler Center Director will make this determination, and all security billing will be charged to the renter's contract for the scheduled event. If

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Fowler Center is reserved for University events, in this case, all charges will be absorbed by A-State.

### Decorations, Props, and Signage

- All decorations and props must be approved prior to the scheduled event. If such items are placed on the day of the event without prior consent, Fowler Center reserves the right to remove them, charge the renter for the placement of such items, charge a cleaning or restoration fee, or all of the above. Please seek clarification at all times before the event. If you have questions, please contact the Director of Fowler or Fowler Center Staff.
- Use of existing stage sets, props, or scenic elements belonging to the Theatre Department is prohibited unless authorized by the Director of Fowler.
- Items must be delivered through approved loading doors only; entry through audience doors with equipment is not permitted.
- **No signage, banners, or printed materials may be displayed inside or outside the facility without prior written approval. Helium Balloons/ Open Flames, / Nailing, Drilling, or Attaching items to any of Fowler Center Surfaces is strictly prohibited. All items must be free-standing or easily removed. Please contact Fowler Center Technical Director for questions or suggestions for your event.**

### Liability

- A-State reserves the right to inspect and control all functions and activities. Liability for damage to the premises will be charged accordingly. A-State cannot assume responsibility for personal property and equipment brought onto the premises or for damage or loss of any articles or merchandise left on campus. Please contact Fowler Center as soon as possible if items are misplaced.

### Technical and Equipment Policies

- Technical equipment, including sound, lighting, and rigging systems, may only be operated by approved Fowler Center or A-State staff or by qualified personnel as authorized in writing in advance.
- The scene shop and counterweight rigging systems are restricted to the Theatre Department and designated university personnel.
- Use of pianos requires advance approval; tuning and rental charges may apply.
- Fog machines, open flames, or other special effects require advance written approval and may be subject to additional safety conditions.

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## Tobacco

- The use of tobacco and vaping products is prohibited on all State of Arkansas property, including Fowler Center. An exception may be made on stage during a rehearsal or performance when the script calls explicitly for a tobacco product. A fire extinguisher must be present in the backstage area when smoking occurs as part of a performance.

## Food and Beverage

- Food and beverages are prohibited in all performance spaces, including Riceland Hall, Drama Theatre, and Simpson Theatre. If food or beverages are found within performance spaces, the renter will be charged an additional cleaning fee.
- Food and beverages are allowed in the Rotunda & Grand Hall (lobby) only, subject to prior approval.
- **All catering must be provided exclusively by A-State's contracted catering service (SODEXO); no outside caterers are permitted. The renter can request that catering be waived, but they must contact SODEXO for approval and provide documentation to Fowler Center stating that the waiver has been granted.**
- **All Non-Catered Alcoholic beverages are not permitted anywhere on site.** Fowler Center and SODEXO have agreements for catering alcoholic beverages. If your rental wishes to have catered alcohol for your event, please contact the Director of Fowler to discuss options.

## Furniture and Setup

- Lobby furniture arrangements must not be altered without prior written approval.
- No setup may block or impede entry/exit ways, emergency exits, and aisles at any time.
- User groups are responsible for returning the lobby or other shared areas to their original approved configuration.
- Overnight storage of event materials is not permitted without explicit written approval.

## Capacity and Safety

- Riceland Hall has a maximum seating capacity of 970; the Drama Theatre approximately 344; Grand Hall 200 with tables and chairs/ 970 standing, Simpson Theatre configurations vary but typically accommodate up to 150 guests.
- Aisles must remain clear at all times; standing or sitting in aisles is strictly prohibited. For the safety of everyone within Fowler Center, our staff will determine safety of aisles, doors, and exits. Fowler Center will work with the renter to keep areas clear. If the renter is unable to keep areas clear, the event may have to be paused, postponed, or cancelled due to safety concerns.

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- Events exceeding approved capacity limits may be suspended or stopped by Fowler Center staff or campus safety personnel.

### **Printed Material Requirements**

All printed programs and promotional materials distributed at events must include the following statements:

- No food, drink, or tobacco allowed in the performance halls.
- Please refrain from flash photography during the performance.
- Please turn off cell phones and electronic devices.
- Please utilize our Rotunda, Grand Hall, or Restrooms for disruptive or noisy children.

### **Insurance and Indemnification**

- All external users must provide proof of liability insurance listing Arkansas State University as an additional insured.
- The user agrees to indemnify and hold harmless A-State, its employees, and affiliates from all claims, damages, losses, and expenses arising from the event or use of the facility.

### **Damage and Liability**

- Any damage to facilities, equipment, or furnishings is the sole responsibility of the user.
- Repairs or replacement costs will be billed based on assessments by university personnel.
- Unapproved overnight storage of equipment or materials is prohibited unless pre-authorized in writing.

### **Technical and Equipment Policies**

Fowler Center provides a range of professional technical equipment and services to support high-quality productions and events. Use of technical systems and equipment is subject to the following policies.

### **Standard Equipment and Support**

- All rentals include access to standard house lighting and sound systems appropriate for basic presentations and performances.
- One house technician is included to operate standard systems.

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- Additional technical staff, specialized equipment, or advanced programming will incur additional charges (see Fees and Payment).

### Lighting and Sound Systems

- Use of the lighting and sound systems must be coordinated with and operated by approved Fowler Center personnel. Please check with the Technical Director(s) if you have questions.
- External users may not operate these systems without explicit, prior approval. Training is available on all systems. If interested, please contact the Technical Director(s) for training.
- Requests for additional lighting designs, custom cues, or specialized sound setups must be included in the technical rider and submitted at **least three (3) weeks before the event.**
  - Please note: Day of Event: Fowler Center Staff is working to make sure the requested rental agreement is set up, and they are there to operate the requested services. They are not available to design your event on the day or work on additional requests, such as creating PowerPoint presentations, setting up extra technical equipment, Video Recording, Sound Recording, creating new lighting cues, etc. Fowler Center Staff reserves the right to deny any same-day requests that fall outside the prior reservation requests. If you have questions, please contact the Director of Fowler Center.

### Piano Use

- Use of facility pianos must be requested in advance and approved by Fowler Center Director. Depending on the rental type, a usage charge may apply. Please refer to your contract if you have any questions.
- Tuning and additional maintenance charges apply and will be billed to the user.
- All pianos are the property of the Fowler Center. They must not be moved or modified without the presence and supervision of authorized staff.
- The piano must be requested on the original setup sheet with contract, or no less than 5 working days **BEFORE** the event. The Fowler Center and its employees shall not be required to furnish a piano after the pre-event request period has lapsed, and it will be at the discretion of the Fowler Center employee to provide any last-minute requests; however, please be aware that additional charges for equipment and last-minute requests will be billed accordingly.

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## Follow Spots

- Follow spotlights may only be operated by qualified Theatre Department personnel or university-trained operators assigned by the department chair or technical director.
- Requests for follow spots must be included in the technical rider.

## Projection and Video

- Requests for projection equipment, screen setups, or integrated video systems must be included in the Event Set Up Sheet. Asking for a projection or video on the day of the event is not guaranteed due to setup, space, or technology availability. If Fowler Center is able to accommodate the request, an additional fee will be charged for any extra technology or labor not originally listed on the Event Setup Sheet.
- Availability is limited and subject to the capacity of technical staff. For all charges, please refer to our pricing guide or your contract. If you have any questions, kindly contact the Event Coordinator.

## Special Effects and Pyrotechnics

- Any use of special effects or pyrotechnics MUST be highlighted on the Event Set Up sheet and a conversation with Fowler Center Technical Director(s) before consideration can be given: no less than 48 hours' notice.
- Use of fog machines, open flames, confetti, haze, pyrotechnics, or other atmospheric effects requires explicit, written approval from Fowler Center Director and may require additional safety personnel and permits.
- In the case of stage smoking or flame as part of a performance, a fire extinguisher must be present backstage, and the use must be supervised.

## Equipment Restrictions

- No additional production equipment (other than sound and lighting control equipment as described in the approved rider) may be brought into or installed in the venue without prior written approval.
- Unauthorized equipment may be removed at the user's expense.

## Rigging and Counterweight System

- Use of the stage rigging and counterweight system is restricted to Theatre Department personnel and trained university staff only.
- External users are not permitted to access or operate these systems. Any individual who is not a trained employee of Fowler Center or A-State observed or caught operating the Rigging and Counter Weight System without prior approval and training

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will be removed from A-State premises, and their event will be canceled immediately. These areas are off-limits and can be dangerous to those without proper training.

### **Scene Shop and Construction**

- The scene shop and all associated equipment are for exclusive use by the Theatre Department and designated university personnel.
- External users do not have access to scene shop facilities unless granted written approval through a separate agreement and under university supervision.
- If any non-Fowler Center or A-State trained employee is seen or caught operating scene shop equipment without prior training and approval, they will be removed from A-State premises, and their event will be immediately cancelled. These areas are off-limits and can be hazardous to those without proper training.

### **Classrooms, Dressing Rooms & Green Room**

- Two dressing rooms are available for each performance space. Two dressing rooms are located outside the Drama Theatre and Riceland Theatre. These two rooms, per performance space, are included in the rental.
- There is no Green Room available for user groups. Limited classroom space might be available, subject to approval from the Director of Fowler. In the past, a Green Room was provided, such as Room 180; however, this is a physical space being requested, and any additional space will incur an additional charge for each rental.
  - Room 180 and Room 168 are traditional classrooms, not Green Rooms. They have been used as performance holding areas, which usually involve maintenance and cleaning costs at Fowler Center. Fowler Center cannot guarantee that these rooms will be available for rental during the requested event times due to the University's class schedule and other performance requests. We will do our best to accommodate you; however, please note that requesting additional space will incur extra costs.
  - Theatre Dept. Green Room is unavailable most of the academic year due to theatre performances; however, it can be used at certain times. Please contact the Event Coordinator or the Director of Fowler for availability dates and times. Fee Payment

### **Cancellation and Refund Policy**

#### **Client-Initiated Cancellations**

- Written notice of cancellation must be received at least five (5) business days prior to the scheduled event date.

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- Cancellations received five (5) business days prior to the event will be eligible for a ½ refund of fees paid, minus any non-recoverable direct costs already incurred by Fowler Center.
- Cancellations received less than five (5) business days in advance will result in forfeiture of the deposit, and the user will remain responsible for any additional costs incurred (such as staffing or special equipment fees).

### **Rescheduling**

- Requests to reschedule are considered based on facility availability and must be submitted in writing at least five (5) business days in advance.
- Deposits for rescheduled events may be transferred to a new date within twelve (12) months of the original reservation, subject to approval by Fowler Center Director.

### **University-Initiated Cancellations**

Fowler Center and Arkansas State University reserve the right to cancel an event for reasons including but not limited to:

- Unforeseen facility damage or unsafe conditions.
- Mechanical failures affecting critical building systems.
- Compliance with federal, state, or university directives (e.g., emergency closures).
- University Repair or Maintenance of Fowler Center or its surrounding areas.

In such cases, users will receive a full refund of any fees and deposits paid. The university will work with the user to explore possible rescheduling options; however, Arkansas State University and Fowler Center are not responsible for additional costs or damages incurred by the user as a result of the cancellation.

### **Inclement Weather and Emergency Closures**

- In the event of severe weather or other emergencies that result in the official closure of Arkansas State University, all scheduled events at Fowler Center will be automatically canceled.
- In these cases, all fees and deposits will be fully refunded or, if preferred, applied toward a future date within twelve (12) months.
- The decision to close or suspend operations will be made in accordance with official university policies and public safety guidance.
- Users are encouraged to communicate proactively with ticket holders and participants regarding possible weather-related cancellations.

# **Fowler Center Procedures and Guidelines**

## **Failure to Comply and No-Show Policy**

- Failure to comply with the cancellation notice requirements or failure to appear for a scheduled event ("no-show") will result in forfeiture of the deposit and full liability for any additional costs incurred by Fowler Center.
- Continued non-compliance may result in loss of future booking privileges

## **Compliance and Penalties**

All users of Fowler Center facilities are required to comply fully with these Procedures and Guidelines, as well as any additional terms outlined in their signed rental agreements, event work sheets, technical riders, and related documentation.

## **Compliance Requirement**

- Users agree to abide by all university policies, local ordinances, and state and federal laws while utilizing Fowler Center facilities.
- Users are responsible for ensuring that all event participants, attendees, and subcontractors adhere to these policies and regulations.
- Failure to comply may result in immediate suspension of facility use and potential removal from the premises.

## **Assessment of Charges**

- Users may be charged for any additional costs incurred due to policy violations, including but not limited to:
  - Excessive cleaning or custodial services.
  - Repairs or replacement of damaged equipment or furnishings.
  - Unauthorized technical or facility modifications.
  - Additional staffing or security is needed to address violations.

## **Suspension and Revocation of Privileges**

- Fowler Center reserves the right to suspend or revoke reservation and usage privileges for:
  - Repeated or egregious violations of policies.
  - Non-payment of fees or unresolved financial obligations.
  - Disruptive or dangerous behavior by users or their guests.
  - Abuse of Fowler Center staff
  - Fronting (see definitions)
- Suspended users may be required to demonstrate corrective actions or enter into probationary agreements before future use is allowed.

## **Event Closure and Immediate Termination**

- Fowler Center Director or designated university official retains the authority to halt or terminate an event immediately if:

## **Fowler Center Procedures and Guidelines**

- The event poses a clear threat to public safety.
- There is substantial property damage or risk of imminent damage.
- Policies regarding capacity, fire code, or crowd management are violated.
- Unauthorized use of technical equipment or restricted areas is discovered.
- **In such cases, no refund or compensation will be provided.**

### **Annual Policy Review and Updates**

- These Procedures and Guidelines are reviewed annually to ensure alignment with university policies, legal requirements, operational best practices, and charges. Failure to comply with the policies described may result in the assessment of charges to recover the costs of services scheduled and/or performed, the suspension or revocation of scheduling privileges, and/or the closing of an event requiring restitution for expenses or damages.
- **All Procedures and Guidelines presented in this document are subject to review and change without notice.**