

**POLICIES FOR THE USE OF  
BEACH/SCHMIDT  
PERFORMING ARTS CENTER  
AT FORT HAYS STATE UNIVERSITY  
(Effective Updated March, 2010)**

*Located in Sheridan Hall, the Beach / Schmidt Performing Arts Center was renovated in 1987 and transformed from a convention and basketball arena to a beautiful 1,100 seat concert and special event facility. As the premier site in Western Kansas for performing arts events, miscellaneous meetings and numerous special events, guests can enjoy the ENCORE Performing Arts Series, Music Department concerts and recitals, and many other types of events. The facility is available for use and rental to campus and community organizations.*

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**ACCESSIBILITY**

An accessible seating location for patrons in wheelchairs is located on the main level and is entered from a hallway entrance. Please ask an usher for assistance to this seating area.

**ATTENDANCE GUIDELINES**

The seating capacity of the main level is 600, and the upper level seating capacity is 500. It is suggested that other venues be considered if anticipated attendance at an event is less than 200 persons. Exceptions will be made based on acoustical factors, etc.

**COPYRIGHT INFRINGEMENT**

Individuals and groups using Beach/Schmidt Performing Arts Center are expected to comply with all copyright and licensing agreements and expectations. Fort Hays State University is not responsible for any copyright or licensing fees or penalties.

**DAMAGES**

Groups utilizing the facility and its equipment shall be responsible for damages due to vandalism, loss, or misuse.

**DECORATIONS / FASTENING DEVICES**

No material shall be attached to the walls, curtains, seats, doors, or other surfaces of the Performing Arts Center without the approval of the B/S technical director. Likewise, nails, screws, and other fastening devices shall not be permitted to be anchored into the stage floor or walls without prior approval of the B/S technical director.

**EMERGENCY**

In case of emergency, please exit the building, following the lighted exit signs located throughout the center. In the event of a fire or similar emergency, please remain calm

and walk to the nearest exit. If a tornado warning occurs during an event in Beach/Schmidt Performing Arts Center, those in attendance will be directed by staff to safe areas located in the basement hallways and dressing room area, and in the first floor north hallway. Stairway entrances to the basement are located on the west end of the first floor hallways, opposite the stage area. Please contact an usher if you have a personal emergency or need assistance. One may also call 911 to report an emergency.

## **FEES**

There is no rental fee for use of Beach/Schmidt Performing Arts Center for University departments and student organizations, unless additional labor is required beyond the technical director and two student assistants. Labor costs for additional labor is \$20 per person per hour and applies to all groups.

During the summer months, a utilities surcharge of \$150 per day is added to any group using Beach/Schmidt Performing Arts Center. This utilities surcharge is applied Monday through Thursday after 5:30 pm, and for Friday through Sunday when the University is closed.

For Rate Schedule, please see appendix.

## **FIREARMS, EXPLOSIVES AND PYROTECHNICS**

The use of firearms is prohibited on the campus of Fort Hays State University. Stage “firearms” will be allowed on stage if they are pertinent to the performance. Pyrotechnics and explosives must be approved in advance by the B/S technical director, and the client must have all permits and certifications for the use of said items.

The use of fog or haze is allowed. However, excessive amounts may trigger fire alarms outside the Performing Arts Center. Please notify the technical director at least two weeks in advance if the show uses fog or haze.

## **FOOD AND DRINK**

All food and drinks are strictly prohibited in all seating areas of the Beach/Schmidt Performing Arts Center. Food and drinks are permitted in the Dreiling Lobby, dressing rooms, and stage area when served as part of a performance or reception.

## **FRONTING**

University student organizations, individuals, or departments may not serve as “fronts” for off-campus groups in order to gain free use of Beach/Schmidt for the off-campus user. Events reserved by FHSU student organizations, individuals, or departments must fall under the following guidelines:

- The event must be conceptualized, planned, and managed by the University student organization or department and must be an organization or department initiative.

- Any costs associated with the event must be paid by the student organization and/or university department.

The Director of the Memorial Union will make the determination as to on-campus vs. off-campus sponsorship.

## **LATE SEATING**

To respect the comfort and listening pleasure of the audience, ushers should ask late arriving patrons to wait quietly until an appropriate pause in the program. At that time patrons will be seated by an usher. Seating pauses are determined by the conductor and/or musicians. If patrons need to leave early, they should leave at appropriate breaks in the program to minimize disruptions.

## **REHEARSALS**

Rehearsals may be scheduled in B/S only when it is prior to a performance in the same venue. Beach/Schmidt may not be reserved for repetitive or regularly scheduled rehearsals. Exceptions may be made when appropriate rationale is provided and the space is not otherwise reserved.

## **RESERVATIONS**

Reservations for use of the Beach/Schmidt Performing Arts Center (B/S) are made through the Director of the Memorial Union. For reservations and rental information, call (785) 628-5307 or wsmriga@fhsu.edu.

First priority for reservations is given to Fort Hays State University bookings. Other events are scheduled on a first come/first served basis, as space is available.

## **RESERVATION PROCEDURE**

<b>Second Monday of March</b>	Deadline for Encore Series reservations for the following academic year. Encore Series events booked after this date will be reserved as space is available.
<b>First Monday of April</b>	Deadline for Music Department reservations for the following academic year. Music Department events booked after this date will be reserved as space is available.
<b>Third Monday of April</b>	Deadline for annual FHSU events. Events booked after this date will be reserved as space is available.
<b>Third Tuesday of April</b>	Reservations may be requested by off-campus groups that have reserved B/S PAC in the current year, for the same time frame in the next year. If a group wishes to change the reservation (same event) to another date, they may do so starting the first Monday of May.

**First Monday  
of May**

Reservations may be requested for groups that have reserved B/S PAC in the current year, for a different timeframe (same event) in the next year.

**Third Monday  
of May**

Reservations open to all for requests through June 30 of the following year on a first-come, first-served basis.

**SMOKING**

No smoking or use of tobacco products shall be permitted in any Fort Hays State University building and will only be allowed on stage if it is pertinent to the performance.

**TECHNICAL SUPPORT**

For technical specifications for the Beach/Schmidt Performing Arts Center, please go online to [http://www.fhsu.edu/beach-schmidt/FHSU\\_BSPAC\\_Spec\\_Binder.pdf](http://www.fhsu.edu/beach-schmidt/FHSU_BSPAC_Spec_Binder.pdf)

Technical staffing is limited to a technical director and two student assistants. Persons using the facility are to provide their own staffing for load-in, load-out, and stage changes during the performances. If additional staffing is needed and available for technical support, a charge of \$20 per hour per staff member will be assessed and added to rental fees (if any).

Technical support consists of setting of the stage prior to a performance or use; setting up sound, lighting, or video equipment; running sound, lighting, and video equipment during a performance; operating the stage curtains and orchestra lift; and audio recording of performances, if requested.

For major events, the technical director provides on-site supervision of road crews and student stage crews, and directs technical elements for events including but not limited to staging, lighting, sound and labor.

Audio recording of performances is available, and arrangements for audio taping should be made in advance and noted on the B/S work sheet.

**TICKET OFFICE**

A ticket office is located next to Dreiling lobby and is available for the sale of tickets. Groups using the ticket office are responsible for providing their own tickets and staffing.

**USE OF BEACH/SCHMIDT EQUIPMENT**

For safety reasons, no one is authorized to use any equipment such as curtains, lights, sound equipment, orchestra lift, etc. without prior permission and supervision by the technical director and/or his/her staff.

No equipment may be borrowed or loaned from Beach/Schmidt without the prior approval by the Beach/Schmidt technical director. All equipment borrowed or loaned must be recorded on an equipment loan form, indicating items borrowed, returned, location of use, event or need, and contact person. Personal use of Beach/Schmidt equipment owned by Fort Hays State University is prohibited.

## **USHERS**

Ushers are required for each performance and are to be provided by the organization or department using the space. At least one usher is required at each of the entrances that are opened, with a minimum of two ushers for the lower level and two ushers for the upper level. Ushers are to take tickets, pass out programs, respond to emergencies, provide assistance, and ensure that no food or drink is brought into the seating areas. An usher guideline sheet will be provided upon request.

# **BEACH/SCHMIDT PERFORMING ARTS CENTER RATE SCHEDULE Effective January, 2008**

	<u>Daily Base Charge</u>
<u>Category #1</u>	
FHSU Events Examples: Encore & UAB events, Music Department concerts, Departmental functions, etc.	No Charge
<u>Category #2</u>	
Campus Guests (Non-Profit Organizations when no admission is charged) Examples: State & national educational meetings, civic organizations, church groups, etc.	\$400 up to 5 hours \$600 up to 10 hours
<u>Category #3</u>	
Campus Guests (Non-Profit Organizations when admission is charged)	\$500 up to 5 hours \$700 up to 10 hours
<u>Category #4</u>	
Commercial and For-Profit Organizations Examples: business, industry, promotion sales meetings, etc.	\$600 up to 5 hours \$800 up to 10 hours

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Evening and weekend custodial fee (guests):

When only main floor seating is used: \$30 per rental hour\*

When both main floor and balcony seating is used: \$40 per rental hour\*

\*Based on actual length of event or performance

Rehearsal Fees

Categories #2 and #3 \$50 per hour

Technical Staff Fees

For technical staff needs beyond one \$20 per hour per staff  
technical director and 2 student assistants:

Equipment

Quoted upon request