

Rules & Procedures Manual

Scheduling

Reservations

For complete information regarding scheduling, please also see *Cohan Center Usage Policy* and *Scheduling Guidelines*.

Summary of key reservation dates/timing:

- In general, a hold may be requested up to 24 months in advance of the event and a performance hold may be confirmed up to 18 months in advance.
- In general, non-performance holds will not be confirmed until 3 months in advance of the event.
- Reservations for rehearsal purposes may be bumped for a performance rental up to 90 days in advance
- A deposit of 1/2 of standard rental rate is required to confirm a hold. The deposit must be received no later than 90 days in advance of the event.

Definition of a **Cal Poly Priority Date**:

By virtue of the Operating Agreement among the Partners for the Center, Cal Poly has the right to schedule **Priority Dates** at the Cohan Center. These dates may be placed on the Cohan Center calendar in advance of any other reservation. Cal Poly administration has agreed that these will total no more than 12 within a season. Among the regular Priority Dates scheduled at the Center are:

- Fall Convocation and WOW Week activities in September
- *Preface* in October
- Open House activities in April
- President's Cabinet and Baker Forum in May
- Spring graduation activities in June

Definition of an **Annual Hold**:

An Annual Hold is defined as a rehearsal and/or event date, or series of dates, requested by a Client of the PAC -- typically traditional for the group -- for which a commitment for a period of years is awarded. A Client may also request an Annual Hold for an event that they wish to make traditional. Please see the PAC *Usage Policy* for further explanation.

- Annual Holds are placed in priority on the PAC calendar immediately after Cal Poly Priority Dates.
- Typically, Clients request a particular day, week or weekend (e.g. 3rd Saturday in October).
- In requesting an Annual Hold, the Client and the PAC recognize, as years go by, that specific dates and some holidays (e.g. Easter) shift. This may result in conflicting

requests or a desire on the part of the Client to change their request for one or more years. The group with the longest, continuously-held Annual Hold will receive priority.

- Any Client group of the PAC, having an established performance record, may request an Annual Hold(s).
- Annual Holds are given priority indefinitely so long as they are used continuously, subject to review by the Managing Director.
- A Client may request an Annual Hold hiatus for one year while retaining priority, subject to approval of the Managing Director.

List of Clients Annual Holds approved by the Managing Director, including associated rehearsal dates (updated 5-20-08):

Academy of Dance

- Studio show – 3rd Sunday in August

Ballet Theatre of San Luis Obispo

- Spring dance concert – 4th Saturday and Sunday of April

Cal Poly Music Department (13)

- Debut choir concert – 4th Saturday in October
- Bandfest – 3rd Saturday in November
- Fall Symphony – 3rd Sunday in November
- Christmas choral concert – typically the Saturday before Cal Poly Fall Quarter finals week
- Just Jazz band concert – 4th Saturday in February
- Winter choral concert – 1st Saturday in March
- Winter symphony concert – 2nd Sunday in March
- Winter wind orchestra concert – 3rd Saturday in March
- Open House concert – the Saturday of Cal Poly Open House weekend
- All-state Festival concert – the Sunday of Cal Poly Open House weekend
- Jazz Night – 1st Friday after Memorial Day weekend
- RSVP (Pavilion) – 1st Tuesday and Thursday of June
- Spring symphony & choir concert – 1st Saturday after Memorial Day weekend
- Spring wind orchestra concert – 2nd Saturday after Memorial Day weekend

Civic Ballet of San Luis Obispo

- Nutcracker – Saturday (2) and Sunday (2); on either the 1st or 2nd weekend of December, depending which weekend the MU choral concert is on
- Spring Gala – 1st weekend in April

Cuesta Master Chorale

- Christmas concert – 3rd Saturday in December
- Spring concert – 3rd Saturday in May

Festival Mozaic

- 'Festival hold' for 2-3 concerts from the 3rd Friday through the 4th Sunday of July

Friday Night Live

- Mock Rock – 2nd Friday in May

GALA

- 1st Saturday in July

Grace Church

- In God We Trust – the Sunday of Memorial Day weekend
- House of Prayer
- Christmas concert – Friday on either the 1st or 2nd weekend of December, depending which weekend the MU choral concert is on
- Morro Bay High School
- Christmas band concert – 3rd Monday of December
 - Christmas Choir concert – 3rd Tuesday of December
 - Spring band concert – 4th Wednesday of May
 - Spring choir concert – 4th Tuesday of May
- Morro Bay & San Luis Obispo High Schools
- Save Music in Our Schools – 4th Sunday in February
- Pacific Repertory Opera
- Fall opera – 3rd Friday and Saturday in October
 - Spring opera – 4th Saturday in March
- San Luis Obispo High School
- Christmas choir concert – 3rd Wednesday in December
 - Spring choir concert – 1st Thursday of June
 - Senior Showcase – 2nd Thursday of June
- San Luis Obispo Symphony
- 1st Saturday in October
 - 2nd Saturday in November
 - 1st Saturday in February
 - 2nd Saturday in March
 - 1st Saturday in May
 - Youth Symphony concert – the Friday after the Symphony’s May concert date
 - Student matinees – 4th Monday after their March concert
- SLO County Bandmasters
- All-county band – Tuesday and Wednesday of the 4th week of February
- Vocal Arts Ensemble
- Sunday matinee for Christmas concert – Sunday on either the 1st or 2nd weekend of December, depending which weekend the MU choral concert is on
 - High School choral festival – 3 weekdays during the 3rd week of March
 - Bi-annual International Choral Festival – the last Friday, Saturday and Sunday of June, odd-numbered years.

In addition there are several community-based non-arts programs which have been located in the Center for a number of years. The following groups will be contacted for reservations after all Annual Holds have been awarded for a given season:

Chamber of Commerce

- UCSB Economic Forecast – 3rd Friday of November

Grizzly Academy

- Fall graduation – 3rd Friday in December
- Spring graduation – 3rd Friday in June

Reservation for Philips Electronics Hall (Room 6-124):

Unlike the rest of the Cohan Center, the Lecture Hall comes under the jurisdiction of Academic Affairs at Cal Poly and its primary use is as a classroom. The scheduling of classes takes precedence over any other use and is handled through Campus Scheduling staff.

The PAC staff will coordinate scheduling of the Lecture Hall for events and activities other than classes. After classes are scheduled, University colleges, departments or divisions will enjoy priority use of the Lecture Hall. All timely University requests will be honored first. Community use of the Lecture Hall is possible if there is no demand by the University at the requested time.

Reservations for use of the Lecture Hall for other than classes may not be confirmed until the classes are scheduled for the University term in which the use is requested to occur. If the request is received by the PAC prior to the beginning of the University term when the use will occur, a reservation may be held but not confirmed.

Rental Parameters

A rental period is defined as no longer than ten hours in length. These ten hours may be divided into split shifts, subject to approval by the Managing Director.

Area not-for-profit organizations may stage two performances within one rental period for one standard rental charge. Commercial or out-of-area clients will be assessed two standard rental charges.

A “blended rate” will be charged when a client wishes to use more than one performance space. Typically, the rate is equal to a full rental charge on the larger venue, plus 1/2 the standard rental charge on any additional venues.

In general, a Client is offered one rehearsal opportunity in the performance venue for each performance rental period contracted for. Additional rehearsal requests may be given priority at the discretion of the Managing Director.

Cancellation policy:

If the University declares an emergency and cancels classes, the center will consult with the President’s office and the Director of Public Safety to make a determination as to whether a performance at the center should be cancelled.

If the promoter cancels a date:

Refund of Rental Deposits:

at least 90 days prior to the event -- 100% refund of rental funds on deposit

at least 60 days, but less than 90 days -- 50% refund

less than 60 days -- no refund

In addition, the PAC will charge the client for the ticketing set-up charge and any

out-of-pocket expenses associated with the canceled event. Patrons will be refunded their money, less the handling charge and on-line ordering fees.

All ticket revenues received by the center up to the time of cancellation will be retained by the center, subject to refund to the patrons. The liability associated with refunds to patrons for cancelled shows remains with the center for a period of one year from the scheduled date of the show. The center reserves the right to deposit the funds in the specific revenue account into its general administrative account at the end of the fiscal year, but still retains the liability for refunds.

Documents

- A ***Request for Use*** (RFU) is required to confirm a reservation on the calendar of events.
- A ***Summary Agreement*** outlines the agreement on costs associated with staging an event in the center and is required at the same time as the deposit (90 days in advance of the event).
- The ***License Agreement*** formalizes the contractual obligations associated with the event.
- **Proof of insurance documents** are required as outlined in the Summary Agreement and the License Agreement.
- ***Ticket Information Form*** gives the Ticketing Services Manager detailed plans for scaling the house, pricing, ticket text and other necessary information. Completion of this form is required before tickets go on sale.

Financial

- **Deposits** are required as outlined in contractual documents. However, at the discretion of the Managing Director, subsequent rental payments may be waived and assessed at settlement if the Client has an established record with the PAC and if sufficient ticket revenue is in hand to cover all PAC costs.
- **Client advances** from sales -- in general, Clients are not allowed to receive advances from ticket revenues prior to final settlement. Ticket revenue does not belong to the PAC or the Client until the performance takes place. The PAC acts as a custodian for these funds. However, local not-for-profit organizations with an established record with the PAC may apply for advances from sales. Commercial promoters may also apply for advances under a separate policy.
- In general, final **settlement** will take place within ten business days following the event. A Client may request an earlier settlement based on financial requirements and contractual obligations.
- When settling with Cal Poly Arts, the PAC will reduce its charges to CPArts, reflecting the rate charged to other University users, because CPArts is sponsoring activities in furtherance of the University mission.

Ancillary Performances

Client groups must request and receive prior approval for ancillary performances in the Christopher Cohan Center. Ancillary meaning any mini-performance by an associated ensemble in the public area prior to, during or following a performance.

Misc.

Deliveries to the Administrative Office or the lobbies may be made along Grand Avenue. Delivery vehicles are not allowed on the plaza in front of the center. If a delivery is to be made, it is best to inform the administrative office so that Parking Administration on campus can be notified.

Last revised 8/04/09