

## **FORM INSTRUCTIONS**

1. The second page is the fee schedule.
2. The third page should be filled out and submitted either by email or printed material via U.S. Mail to Colorado State University, Department of Music, Attn: Joan Acosta, 2200 Bonforte Blvd., Pueblo, CO 81001.
3. The fourth page is a diagram of Hoag Hall with a legend for each type of equipment. Use the legend to fill in the diagram to reflect the final stage set-up. This form must be printed and returned to the Department of Music at the above address.
4. The last page is the User Agreement. This form must be filled out, signed and returned to the Department of Music at the above address, along with the diagram page and damage deposit. The damage deposit may be submitted separately as long as it is received no less than 30 days prior to the event. **These documents must be received by the Department of Music prior to the event.**

## HOAG HALL FEE SCHEDULE

Private groups, for profit event	\$1,000	(plus technician fees, equipment rental, etc.)
Private group, no admission charge	\$750	(plus technician fees, equipment rental, etc.)
Not-for-profit groups	\$500	(plus technician fees, equipment rental, etc.)
School groups	\$250	(plus technician fees, equipment rental, etc.)

There is a **mandatory** \$250 damage deposit required for each rental event, refunded in full if no damages are assessed. Any assessed damages are withheld from the refunded amount. Deposit **must** be received before the group may use the facility. Excessive custodial demands will require a \$90 cleaning fee, to be taken from the damage deposit.

Any percussion equipment used requires a \$100 inclusive rental fee.

Any additional rooms within the Capozzolo Center are not included in the Hall rental fee, but may be available for an additional fee.

Rental Fee does not cover personnel or equipment. See the below table for equipment fees:

Personnel Costs	Hourly Rate
Technician (minimum of 1 required; additional may be needed depending on requirements of renting organization)	\$35.00 per hour with a 3-hour minimum
Custodial (minimum of 1 required; additional may be needed depending on requirements of renting organization)	\$25.00 per hour per event with a 1-hour minimum

Equipment Rental Costs	
Concert Grand	\$100.00
Upright Piano	\$50.00
Piano Tuning	\$45.00
Risers	\$100.00 per event
Orchestra Shell	\$50.00 per event
Follow Spot	\$30.00 per performance
Tables	\$2.00 each
Chairs	\$1.00 each
Music Stands	\$1.00 each
Podium	\$20.00 each per event
Microphones	
Standing (wired)	\$10.00 each per event
Hand-held (wireless)	\$20.00 each per event
Lavaliere (body)	\$25.00 each per event

Audio CD's are also available for a cost of \$100.00.

Load-in and load-out must be supervised and under the direction of the Hall Manager or his designate. School groups **must** provide sufficient chaperones in order to prevent students from behaving in an unruly fashion, endangering equipment or other individuals, or from making excessive noise. The Hall Manager or his designate have the right to refuse entry or service, or to require the user to vacate the premises if this policy is not followed.

# HOAG HALL RESERVATION FORM

Date(s) of Performance \_\_\_\_\_ Time of Event \_\_\_\_\_

Reservation cannot be made for more than 2 years from today's date. Today's date \_\_\_\_\_

Title of Event \_\_\_\_\_

Organization \_\_\_\_\_ Expected number of attendees \_\_\_\_\_

User Event is:

- CSU-Pueblo Music Department (requires Chair approval)
- CSU-Pueblo Group or Unit (requires Chair and Dean approval)
- Sponsored by CSU-P Group or Unit (requires Chair, Dean, Provost approval)
- Outside, Non-University Group (requires Chair, Dean, Provost, President approval)

Fees Waived:

- Hall Rental Fee \_\_\_\_\_
- Technician Fees \_\_\_\_\_
- Custodial Fees \_\_\_\_\_
- Equipment Fees \_\_\_\_\_
- Sound Fees \_\_\_\_\_

Contact / Billing Information:

Name \_\_\_\_\_ Cell Phone \_\_\_\_\_

University Sponsor Onsite \_\_\_\_\_ Cell Phone \_\_\_\_\_

Address \_\_\_\_\_

Rehearsal/ Practice

Date/Time \_\_\_\_\_

Basic Equipment Needs:

- |                     |                          |                 |                          |                |
|---------------------|--------------------------|-----------------|--------------------------|----------------|
| Concert Grand Piano | <input type="checkbox"/> | Orchestra Shell | <input type="checkbox"/> |                |
| Upright Piano       | <input type="checkbox"/> | Tables          | <input type="checkbox"/> | _____ # Needed |
| Pipe Organ          | <input type="checkbox"/> | Chairs          | <input type="checkbox"/> | _____ # Needed |
| Piano Tuning        | <input type="checkbox"/> | Music Stands    | <input type="checkbox"/> | _____ # Needed |
| Risers              | <input type="checkbox"/> | Podium          | <input type="checkbox"/> |                |

Audio/ Lighting Needs:

- |                           |                          |                |                        |                          |
|---------------------------|--------------------------|----------------|------------------------|--------------------------|
| Standing Wired Microphone | <input type="checkbox"/> | _____ # Needed | Follow Spot            | <input type="checkbox"/> |
| Hand-held Microphone      | <input type="checkbox"/> | _____ # Needed | Desired lighting needs | _____                    |
| Lavaliere (Body)          | <input type="checkbox"/> |                | Add'l Equipment needs  | _____                    |


**It is mandatory to contact the hall manager, Dennis Moore, one week prior to the event in order to finalize all arrangements. Dennis may be contacted at 719-549-2109.**

# HOAG HALL DIAGRAM FORM

## LEGEND

Concert Grand = 

Upright Piano = 

Pipe Organ = 


Risers = 

Orchestra Shell = 

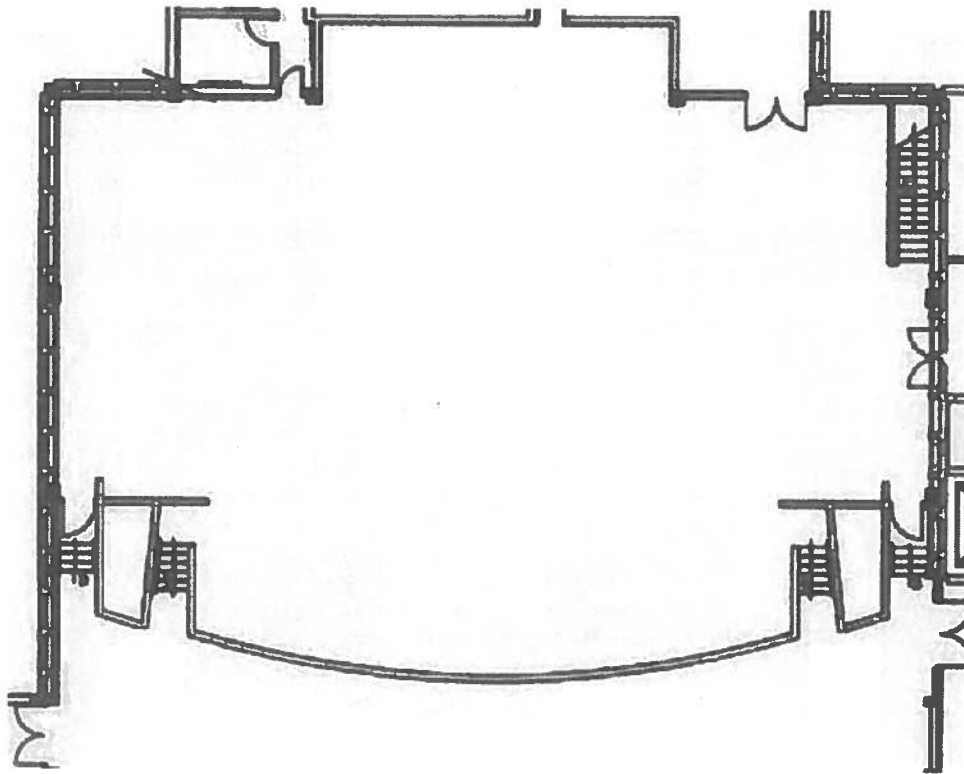
Tables = 

Chairs = 

Music Stands = 

Podium(s) = 

Microphone(s) = 



## HOAG HALL USER AGREEMENT

Agreement made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between Colorado State University-Pueblo, hereinafter referred to as **CSU-Pueblo**, and \_\_\_\_\_, hereinafter referred to as **USER**, for the use of Hoag Hall, located in the Capps Capozzolo Academic Center for the Arts on the CSU-Pueblo campus.

This agreement establishes the responsibilities of **CSU-Pueblo** and **User** for providing and using Hoag Hall and any additional areas or equipment specified in this agreement and its attachments.

User must furnish documentation of tax-free status (501C3 status or equivalent)

User agrees to abide by all **CSU-Pueblo** regulations as well as applicable federal, state, and local statutes

Reservations must be made not less than thirty days in advance . The **User** is responsible for confirming the reservation within thirty days of the scheduled event and for contacting the Hall Manager one week prior to event for purposes of finalizing all stage arrangements. **CSU-Pueblo** will make every effort to avoid conflicting schedules. University functions have priority, and this agreement may be cancelled in favor of a University-sponsored event.

There is a mandatory \$250 damage deposit for each rental event to be paid not less than 30 days prior to each event. This deposit will be applied to the total costs of rental, after any assessed damages (if applicable) are applied. The deposit will be refunded in full if the **User** notifies the University of Cancellation fifteen days prior to the scheduled event or if the University cancels the event.

Any User in which the Department of Music sponsors by waiving any of the applicable fees for said use of the Hoag Hall must agree that in lieu of all fee waivers (hall rental, equipment fees, tech fees, etc.) that the department receives a comparable amount of ads, promotions, mentions, etc. This is to be documented to the department by proof of advertisement, copy of programs, etc. prior to an event.

The balance of the rental fees are due within 30 days from the date of the invoice after scheduled event, unless alternate arrangements have been made in advance.

The **User** agrees to use Hoag Hall only as approved and only for approved events.

The **User** agrees that:

The event shall remain within the area(s) specified by this agreement

**User** shall not drive upon the grass or walking area of the facility

**User** shall report any and all damages to **CSU-Pueblo** facilities manager that occurs in the course of use

**User** agrees to repair or replace any broken, damaged, or destroyed facilities/equipment

Availability is determined by the specific use and dates requested. **CSU-Pueblo** reserves the right to deny use of additional rooms and areas based upon the judgement of the Hoag Hall manager and other appropriate University personnel.

Upon request and with signature of this contract, **CSU-Pueblo** will reserve Hoag Hall in accordance with the provisions of this agreement. Tentative reservations can be made by submitting the Hoag Hall Reservation Form (page 3) by email. The reservation will then be finalized upon receipt of the Hoag Hall Diagram Form (page 4) and the original signed User Agreement (page 5).

(continued)

**ABSOLUTELY NO VIDEO or STILL PHOTOGRAPHY** without the written permission of the artist and Hall Manager.

University hereby agrees to permit User to utilize the facilities/equipment/services on the dates and times, for the activity and purposes, for the usage fee and other payments, all as shown on the Agreement Cover Page attached hereto and incorporated herein by this reference, subject to the terms and conditions set forth herein.

The User acknowledges that other activities may be conducted on and/or near the University campus and the facility or area shown on the Cover Page by the University or other users during the above time period; however, the University agrees that it shall use its best efforts to schedule such other activities so as not to unreasonably interfere with User's activities.

Unless otherwise provided herein, the User shall be billed for all facilities, equipment and services after the completion of the facilities use and all payments are due upon such billing. If payment is not received within thirty (30) days of billing a one percent (1%) monthly late fee will be added each month to the total amount due, until paid.

Unless User is an agency or subdivision of the government of the State of Colorado, the User shall indemnify, save and hold harmless the University, its employees, agents and governing Board, against any and all claims, damages, liability and court awards, including cost, expenses and attorney fees, incurred as a result of any act or omission by the User, or its employees, agents, subcontractors or assignees pursuant to the terms of this Agreement.

User may not assign or in any way transfer its rights under this Agreement to any other parties. Nothing in this Agreement shall imply any partnership, joint venture, or other association between the University and the User. The User shall have sole responsibility for the content and the conduct of its activities on the University campus. The University's name shall not be used to suggest co-sponsorship or endorsement of any activity without prior written approval of the University.

In any event where the Department of Music agrees to waive any fees for the use of said facility, the User must include the Department of Music into a comparable amount of advertising. This would include newspaper advertisements, websites, event programs, or any other forms of advertisements that the User normally utilizes. There must be sufficient documentation provided to the Department of Music verifying said advertising prior to the event.

User agrees that it has inspected the premises and facilities and accepts them in their present condition and shall not alter or change the facilities without written approval of the University and that at the termination of the use, the premises shall be returned in the same condition as received by the User.

If, prior to the use date(s) provided for herein, the facilities/equipment are destroyed or damaged by fire or other casualty or become unavailable or unusable because of cause beyond the reasonable control of the University, then the University may elect to terminate this Agreement and return User's deposit and have no further obligation whatsoever hereunder.

If any required deposit or other sum is not paid promptly when due or in the event the User shall violate any of the terms of the Agreement, the University may cancel the Agreement, require User to vacate the premises and the University shall retain all sums received prior to such termination.

User agrees to arrange for any food and nonalcoholic beverage service on campus only through approved University Food Service vendor(s). Food and nonalcoholic beverages may not be sold or distributed in campus facilities without prior written approval from the University.

(continued)

User agrees to abide by all University, City of Pueblo and State of Colorado rules and regulations covering consumption/ serving of alcoholic beverages and agrees to sign a release form accepting responsibility for each program/event involving alcohol.

User shall maintain in full force and effect during the program dates specified herein, at User's expense, a Policy of insurance, issued by the User's insurance carrier, providing for liability coverage as follows:

- a. Additional named insured to the Board of Governors of the Colorado State University System, Colorado State University-Pueblo and the State of Colorado, as their interest may Appear; and
- b. Limits of coverage (as shown n the Agreement Cover Page hereto) in the amount(s) of:
  - \$150,000 per person and \$600,000 per occurrence, OR
  - \$1,000,000 combined single limit, OR
  - coverage recommended by the University's Office of Risk Management:

A certificate of insurance shall be provided Unlversity, with original signature of an authorized insurance company representative, and shall provide for at least ten (10) days notice of change in coverage or cancellation. Said certificate of insurance must be issued by the insurance company no more than ten (10) days prior to the start of the use provided for herein; and received by University five (5) days prior to the start of the use provided for herein.

The User, its representatives and employees, shall comply with all rules, regulations, and/or laws prescribed by the University for use of facilities, equipment, or services of the University and with all applicable governmental rules, laws, ordinances and regulations.

The User agrees to comply with all reasonable requests and regulations provided by University officers and/or representatives regarding health and safety considerations. All state and local laws and ordinances, as well as University regulations concerning health, safety and public order, which are applicable to the use and occupancy of University facilities shall be observed by User, its officers, agents, employees, guests, patrons or invitees.

Facilities occupied by User shall, at all times, be under the control of the University, and all personnel from the University shall have the right to enter said facilities on official University matters at any time when so deemed necessary.

All general meeting rooms, hallways, rest rooms and other public areas of the Unlversity facilities are considered to be non-smoking areas unless they are specifically marked as a "designated smoking area".

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- CSU-Pueblo Music Department (*Requires Chair approval*)
  - CSU-Pueblo Group or Unit (*requires Chair and Dean approval*)
  - Sponsored by CSU-P Group or Unit (*requires chair, Dean, and Provost approval*)
  - Outside, Non-University group (*requires Chair, Dean, Provost, President approval*)

_____	_____	_____
USER Printed Name	Date	Chair of Department of Music
_____		_____
USER Signature		Dean of CHASS
_____		_____
CSU-Pueblo Provost		CSU-Pueblo President