

REGENT UNIVERSITY

Communication & Performing Arts Center

Screening Room (COM 143 & 145) Usage Policies

Requests for usage of the Screening Rooms should be made in writing at least two weeks prior to your event.

The **Screening Room Request Form** can be found on the COM School Website @

<http://www.regent.edu/acad/schcom/facilities/forms.htm>

Completed Request forms should be sent to the COM School Operations Manager (via Interoffice Mail at COM-221 or via e-mail to: TechScheduling@regent.edu)

The COM School Event Committee meets every Monday morning to consider all requests and prioritize them according to the following criteria:

- a. *COM School Academic Events (Classes, Workshops, Seminars, Portfolio Readings, Residencies, Instructional Film Screenings, etc.)*
- b. *COM School non-Academic Events (COM School Preview, NARO at Regent Film Screenings, Student Film Showcase events, etc.)*
- c. *University Academic Events (Classes, Workshops, Seminars, etc.)*
- d. *University non-Academic Events (Residencies, Previews, Conferences & Video Conferences, etc.)*
- e. *CBN / Founders Inn Events*
- f. *Other on-campus organization's non-Academic Events (COGS "Date Night" etc.)*
- g. *Outside Client Rentals*
- h. *Individual Student Requests*

1. **PUBLIC PERFORMANCE LICENSING:** Films/Videos and/or DVDs obtained from a local rental store are NOT licensed for public performance, and will not to be shown in the Screening Rooms or Main Theatre - unless presented in the context of a formal educational setting with a professor-led instructional discussion correlating directly to the content or aesthetics of the film. All other screenings are required to obtain a copy of the feature film that is licensed for Public Performance, even if there is no admission charged. Proof of this Public Performance License must be forwarded to Operations Manager no later than 24 hours prior to screening in order to maintain the reservation.
 - a. SWANK MOTION PICTURES arranges public performance licensing for feature films shown on college campuses. (<http://www.swank.com/college/guide.html>) Fees for the public showing of copyrighted films run between \$150 and \$400, depending on the age and popularity of the film. Brian Fox is the SWANK account executive for the Commonwealth of Virginia. His telephone number is 1-800-876-3344. The COM School Operations Manager will be happy to assist you in setting up the licensing for your choice of film, if it is available.
2. **ADVANCE TECHNICAL SET-UP:** If projection services are required for an event, all media must be forwarded to Operations Manager at least 24-hours in advance of screening for technical set-up.
3. **TECHNICAL STAFFING:** Unless specifically approved by the Director of Engineering, when projection services are required, a member of the Technical Operations staff must be on-site to act as operator/projectionist for all events.
4. **CHARGES FOR USAGE OF THE SCREENING ROOMS:**
 - a. All official SCA academic usage – Faculty/Staff
 - No charge for Screening Room or Operator.

b. RU Undergrad or Graduate student usage

- Screenings of major student projects (Senior Thesis, Portfolio film, etc) are allowed to take place in the screening rooms ONLY as a part of the educational experience here at Regent. **The full-time supervising COM Faculty member (for that particular project) must be present for the entire screening in order to supervise and facilitate the screening.** There is no charge for use of the room under this provision.
- For any requests to screen a student project without the full participation of the supervising SCA or CAS C/TV Faculty member, the reservation will be considered a RENTAL of the screening room, and **the student will be expected to pay the applicable rental rate for the desired Screening Room, plus the hourly rate to have an Operations Dept. staff member present from set-up to completion.**
- **If an audience for any screening also includes non-Regent personnel, the student will also be responsible for the hourly rate for a House Manager to provide for the safety of the audience members.**

c. Other University academic/instructional usage:

- A chargeback of applicable staffing Labor Rates will apply. Contact the COM Ctr. Operations Mgr. for a detailed chargeback estimate based on your specific needs.

d. All Regent-affiliated non-academic users (other schools & departments, as well as on-campus organizations:

- A chargeback of applicable staffing Labor Rates will apply. Contact the COM Ctr. Operations Mgr. for a detailed chargeback estimate based on your specific needs.

e. Off-Campus groups:

- "Off-Campus" groups may contract the use of a Screening Room at currently prevailing rental rates. Contact the COM Ctr. Operations Manager for details.

5. FOOD AND DRINK: (Applies to ALL groups.)

a. Bottled Water is the only food or beverage item allowed inside the Screening Rooms.

- Coffee, Sodas, Candy, and **ALL** other foods and beverages are strictly prohibited.
- **The group responsible for the reservation will be assessed a \$100 surcharge for each offense.**

6. TABLES & HOSPITALITY:

- a. Tables, Chairs, tablecloths and skirts, Coffee pots and all other hospitality related items must be requested through Facilities/Housekeeping Services on the Regent Website at least 7 business days prior to event. A late fee is assessed for all requests received after this deadline.

After completing the Hospitality Table/Chair request form, please e-mail a copy of your Facilities order verification to the COM School Operations Manager. (TechScheduling@regent.edu)

7. CLEAN-UP:

- a. **Requesting groups, whether COM School, other University Schools/Departments, and all on-campus student requestors will be responsible for a courtesy clean-up of the Screening Rooms (including the alcove between the rooms) after each event.** Failure to leave the rooms clean may incur additional charges from the Housekeeping Dept.
- b. Off-campus groups will be charged a per-event fee for housekeeping services. Night and Weekend rates will apply for all housekeeping services required after normal business hours.
- c. All requesting groups will be responsible to clean up any tables that are used in the alcove outside the Screening Rooms at the end of the event. A trash receptacle is provided for this purpose.