



# UNCW DEPARTMENT OF MUSIC FACILITY USE AGREEMENT FOR NON-UNCW ORGANIZATIONS

The UNCW Department of Music is pleased to provide use and access of their facility to users affiliated with the music department, and/or whose event is linked and/or supportive of the department's academic mission.

This is your confirmation and facility use agreement letter. Please review it for accuracy, make changes as necessary and return signed copy to the UNCW Department of Music.

Unless we hear from you, we will assume that the event will proceed as listed here. You may be subject to charges if you do not show for your event and did not cancel.

The Department of Music reserves the right to make substitutions in room reservations or move a group to another area subject to availability. Use is subject to availability: departmental events scheduled will supersede the agreement use, as long as users are given a one-week notice. If you have any questions, please feel free to contact Ann Seymour at 910.962.3415.

### Facility use agreement

This Use Agreement is made and entered into on the above written date between the University of North Carolina Wilmington ("UNIVERSITY") and the above named party.

Whereas UNIVERSITY owns or operates, or lawfully controls the use of, this facility located at 601 South College Road, Wilmington, North Carolina ("FACILITY") described below, and USER desires to use said FACILITY, UNIVERSITY agrees to make said FACILITY and no other available to USER at the date(s) and times(s) and for the purposes referenced below and no other, and in consideration for being permitted to use FACILITY for the stated purposes, USER agrees to pay the fees and abide by the terms and conditions set out in this agreement.

USER is responsible for all technical, box office and house crew costs as determined necessary by the Production Manager, Jeremy Summers (910.962.7527 or summersj@uncw.edu). USER is responsible for piano maintenance and tuning as needed for the event; contact Mary Gheen (mag3543@gmail.com).

### Ticket policy

Department of Music ticket structure for events open to the general public: \$6 general public (including tax) / free to students with valid UNCW ID. Proceeds remit to the Department of Music.

### Fees, terms and conditions

USER agrees to take responsibility for the following rooms \_\_\_\_\_  
on the date(s) of \_\_\_\_\_  
from (please time needed for include set up and striking) \_\_\_\_\_  
for the purpose of \_\_\_\_\_

In addition, the user agrees to:

- Replace any items that may be damaged during the use of the rooms, or missing from the room's inventory after its use.
- Arrange room furniture back to original position (i.e., as positioned prior to the room's use) once USER is finished.
- Not allow participants of the event to bring food and/or drink in any of the rooms.

**All rooms have a permanent set-up. A \$100 clean-up and room set-up charge will be assessed on each room not restored to the same condition it is found.**

**Additional fees may be assessed by the Kenan Auditorium manager for the use of equipment, as well as stage and tech crews provided by the Kenan Auditorium management.**

\_\_\_\_\_  
Signature of User's Authorized Representative

\_\_\_\_\_  
Signature of Department of Music chair

\_\_\_\_\_  
Representative's name PRINT

\_\_\_\_\_  
Department of Music sponsor PRINT

\_\_\_\_\_  
E-mail address

\_\_\_\_\_  
Sponsor's e-mail address

\_\_\_\_\_  
Day phone                      Cell phone

\_\_\_\_\_  
Sponsor's day phone                      Cell phone

\_\_\_\_\_  
Name of organization IF APPLICABLE / PRINT