

EDINBORO UNIVERSITY OF PENNSYLVANIA

## **Use of Louis C. Cole Auditorium—Memorial Hall - Policy No. D047**

Supersedes Policy No.

Recommended for Approval By Dr. Pearl W. Bartelt, Provost and Vice President for Academic Affairs

Approved By Frank G. Pogue, President on 6/01/2005

Review Date: As Required

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### **INTENT**

This policy is intended to facilitate the use and preservation of the Louis C. Cole Auditorium – Memorial Hall. An historic performance venue built in 1939 and remarkable for its acoustical properties and its painted ceiling depicting historical eras in the growth of knowledge, the air-conditioned auditorium seats 811. It is administered separately from the adjoining Music Department rehearsal facility.

### **POLICY**

Priority is given to Edinboro University events or events sponsored by the University. Organizations not directly associated with Edinboro University will be charged a rental fee for use of any part of the auditorium.

Requests for use must be submitted to the Conference and Convention Center on a University Facilities Request Form. Preliminary inquiries regarding availability may be made to the building director, who is also the coordinator of the Performing Arts Series. [A supplemental request form, appended to this policy, is also required.](#)

Smoking, fire and pyrotechnic displays are prohibited. Where any of the foregoing may be integral to a performance, prior written approval must be obtained from the building director and the Director of Environmental Health and Safety.

Food and drinks are not permitted in the auditorium itself unless integral to an event. Prior approval for such use must be obtained from the building director. Refreshments may be provided in the lobby area with approval.

A University representative must be available during the entire scheduled event.

Use of the stage requires trained and approved technicians who must be scheduled through the building director. Fees for technicians will be charged to the sponsoring organization. Requests to use non-University technicians must be approved by the building director. A University technician must be present in any case.

Violations of any of these rules resulting in damage to the facility may be subject to legal and financial penalties.