

Performing Arts Center Scheduling

The Texas A&M University – Corpus Christi (TAMU-CC) Performing Arts Center (PAC) consists of a number of "special use" areas, including the Concert Hall, Lobby, and Greenroom. "Special use" spaces are those which have been designated by the Regents as available for non-academic or non-University uses and rentals.

1. **ELIGIBILITY:** The Performing Arts Center is a multi-use facility available for recognized "for profit" and "not-for-profit" community organizations. Users must show legal status, financial and technical competence, and appropriate need. Priority is given to uses of educational value or of benefit to the University community. **The Performing Arts Center's facilities are not available on a first come, first served basis. The Performing Arts Center Director will determine all use of the PAC including what events are suitable and which are mission-advancing. All fees will be decided by the PAC Director on a case-by-case basis year to year.**

2. **SCHEDULING PRIORITIES:** **A MINIMUM OF 14 DAYS NOTICE IS REQUIRED IN ORDER TO SCHEDULE AN EVENT.** Scheduling priority is given to events which are (in order):

PRIORITY BOOKING HIERARCHY AND DEADLINES (Fiscal year Sept.-Aug.)		
<p>Official TAMU-CC (President; Provost; Colleges, Schools, and Departments, Performing Arts Center Series, and Off-Campus Recurring Users w/MOU) <small>*MOU=Memorandum of Understanding requiring the PAC to be your principle performance venue; at least 3 performances in a single production year or series and/or less than three performances totaling \$4,500 or more in rental fees in one production season.</small></p>	<p align="center">Booking open now through Feb. 15, 2008: 2-year advance. (Events will be put on the PAC calendar <u>and scheduling conflicts worked will be worked out with PAC Director</u> by February 15, 2008 for FY2009 & FY2010)</p>	<p>2 year advance</p>
<p>Registered Student/Faculty/Staff and TAMU-CC Auxiliary Organizations (Alumni, Friends of the Arts, etc.)</p>	<p>March 1, 2008 may begin submitting booking requests for FY2009</p>	<p>1 year advance</p>
<p>Regional community colleges and other educational institutions</p>	<p>April 1, 2008 may begin submitting booking requests for FY2009</p>	<p>1 year advance</p>
<p>Non-TAMU-CC organizations</p>	<p>May 1, 2008 booking open to all entities for FY2009</p>	<p>1 year advance</p>

NOTES:

- 1) Fees will be determined on a case-by-case basis depending on the nature and timing of the event. PAC Director will work with you on your request.

- 2) This schedule will be reviewed periodically to facilitate booking.

3. **BOOKING THE PAC-ADVANCE BOOKING IS REQUIRED**

You must check availability and request bookings online for the Performing Arts Center at <http://events.tamucc.edu>. All events are tentative until confirmed by the PAC Director.

- Dates/times will be confirmed based on availability of the facility taking into consideration necessary set-up/tear-down times for scheduled events; PAC maintenance; etc.
- You will be sent a Booking Request Form to gather necessary information about your booking.
- Please book as many times/dates as you can when making a request – this will cut down on our staff time and paperwork for you.
- *If you need to make a last-minute booking please call first to see if the schedule is free (825-2374) or come over and talk with the PAC manager on duty in the Control Room inside the concert hall.. They will know the schedule and be able to assist you.*

Please contact Dr. Lari Young at any time with questions or concerns at 825-2374 or by e-mail at lari.young@tamucc.edu.