

Performing Arts Center Scheduling for Music Students

BOOKING IS OPEN NOW AT THE PAC!

1. **USERS:** The Performing Arts Center (PAC) is an academic building used by multiple campus entities. It is also available for use by recognized "for profit" and "not-for-profit" community organizations. 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.
2. **RULES:** The Performing Arts Center is brand new and in an effort to keep it clean and in top condition for our users we ask that no food or drink be brought into the concert hall/backstage/stage areas (unless it is water used for reeds and slides etc.) and that instrument cases be stowed in the carpeted shelves backstage. We know that you are proud of the facility and will treat it as you would your own valued property. The Performing Arts Center staff is available to you if you have any questions about the facility.
3. **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 is Sept.-Aug.)		
Official TAMU-CC (President; Provost; Colleges, Schools, and Departments, Performing Arts Center Series and Recurring Users w/MOU)	November 1, 2006 submit booking requests for FY2008 & FY2009	2 year advance
Registered Student/Faculty/Staff and TAMU-CC Auxiliary Organizations (Alumni, Friends of the Arts, etc.)	February 1, 2007 submit booking requests for FY2008	1 year advance
Regional community colleges and other educational institutions	March 1, 2007 submit booking requests for FY2008	1 year advance
Non-TAMU-CC organizations	April 1, 2007 booking open to all for FY2008	1 year advance

4. **BOOKING OPTIONS IN ADVANCE** (Bookings should be made in advance when possible):
 - **CALENDAR:** You may always check the Master Calendar* on the university website at: <http://calendar.tamucc.edu> and click on the Visual and Performing Arts Calendar.*Set-up, tear-down, piano tunings, and PAC maintenance are not included on this public calendar so please follow the steps below to schedule rehearsals, recitals, and performances.
 - **TO RESERVE TIME IN THE HALL:** Call Dr. Lari Young at 825-2374 or e-mail lari.young@tamucc.edu to find out if the dates/times you need are available. If Dr. Young is not available please call Operations Manager Rick Davidson at 825-2899 for assistance.
 - You may request IN ADVANCE to practice in the PAC as much as you wish but there are specific rules for recital rehearsals and performances (see next item).
 - **REQUESTING RECITAL DATES:** The faculty of the Department of Music has requested holds on specific dates during the year for recitals. Check with Dr. Young on which dates are available. Times for recitals will be 5:30p.m. and 7:30p.m. with two recitals occurring on most dates.
 - **PLANNING AHEAD:** Each student receives two rehearsal times per recital so please remember to book your rehearsals and recital date when making a request – this will cut down on our staff time and paperwork for you.
 - **CONFIRMATION:** Dates/times will be confirmed by Dr. Young based upon availability of the facility taking into consideration necessary set-up/tear-down times for scheduled events and PAC maintenance, etc. You will be given a Booking Request Form to gather necessary information about your event and then a PAC staff member will meet with you in person before your event to take care of all the details.
5. **BOOKING OPTIONS: UNSCHEDULED REQUESTS** (We encourage you to book in advance to secure your time slot.)
 - **LAST MINUTE REQUESTS (WALK-INS):** 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 PAC Control Room inside the concert hall. They will know the schedule and be able to assist you.
 - Should you require a rehearsal without a reservation the PAC staff will do their best to accommodate your request.
 - If the PAC is booked by another client but available until that client's rehearsal starts, you may work around that stage set without disturbing it if the facility is available. *You must see a PAC manager for availability options before beginning your rehearsal.*
 - Your rehearsal must end when designated by PAC managers on duty to accommodate the scheduled client.
6. **CONTACT:** Please contact Dr. Lari Young at any time with questions or concerns at 825-2374 or by e-mail at lari.young@tamucc.edu. If Dr. Young is not available please call Operations Manager Rick Davidson at 825-2899 for assistance.