

Set Up Times:

Janikies Auditorium: Non-performance events in Janikies may reserve a 3 hour set-up and/or sound check period in advance of the program. Performance events which require rental pianos, risers, etc. may reserve Janikies one day prior and one day following the event for set-up and tear down in addition to actual performance time(s.) Performance events requiring set building may reserve Janikies four days prior to and one day following performance dates.

MAC/GYM:

Major events in the MAC or Gym requiring stage set-ups, rental sound system, audiovisual systems or table/chairs may reserve the MAC/GYM for one day prior to and one half day following the event for set-up and tear down.

Grand Hall Standard Set-up Times

Facilities Management has determined the amount of time that various standard set-ups take to complete.

Reservation hours will be allowed for event time and standard set-up/clean up time only. The Grand Hall may not be held for set-up for an entire day prior to an event to avoid overtime charges.

Every effort will be made to get set-ups done during normal working hours if it will not preclude another group from using the space. Reservation times may be extended in extenuating circumstances for elaborate set-ups or vendor requirements. Facilities management will prepare an estimate of overtime charges for each event upon request.

Standard set up times as determined by Facilities Management:

Meeting/Lecture/Performance (no tables):

Organizations requiring the Grand Hall for meeting space for 100 – 300 people will require 2 custodians for 2 hours for set-up and 2 custodians for 1 hour for tear down and clean up.

Standing Reception (buffet tables, limited seating)

Breakfast/Luncheon/Dinner/ or Awards Banquet:

Organizations requiring the grand hall for a breakfast/lunch/dinner/ or awards banquet will need 2 custodians for 3 hours for set up of tables and chairs. One custodian will be present for the event to monitor restrooms and 2 hours beyond for cleanup/teardown

Examples:**Breakfast:**

An organization holding a breakfast on Monday morning may not reserve the Grand Hall from Friday afternoon for set-up until Monday morning for the event. The reservation allowed will be the event day/time (Monday at 8 am) plus two custodians for 3 hours prior and 2 custodians for 2 hours after (for clean-up) This event would most likely incur an overtime set-up.

Dinner:

An organization holding a dinner on Saturday evening may not reserve the Grand Hall all day Friday for set-up. The reservation allowed will be the event day/time (Saturday at 6:30 pm) plus two custodians for 3 hours prior (for set-up) and 2 custodians for 2 hours after (for clean-up.)

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