

**University of Connecticut**  
**Student Union Theatre User Agreement**  
**for Registered Student Organizations**  
Effective May 12, 2014

Welcome to the University of Connecticut Student Union Theatre. The following describes the terms and conditions applicable to your use of our services and venue. You must read, agree with and accept all of the terms and conditions contained in this User Agreement and the UGuide. Your reservation will be confirmed once this User Agreement has been signed and received in the Student Union Event Services Office and all event details have been approved by the Event Services Office.

**1.0 Venue Oversight.**

A designated contact person from your organization is required. This person will assume responsibility for the event and must be present during the event. The hosting organization is to provide ushers to sell and collect tickets, manage crowds, make sure everyone is in a seat, all aisles are not blocked and to pick up all trash immediately following the conclusion of the program. If the customer is unable to provide ushers, Student Union ushers may be hired. No lit candles or open flame devices are permitted on the premises. Tap dancing is not allowed in the venue. Performer's masks can only be worn when inside the theatre, during the performance.

**1.1 Audio/Visual.**

Audio/visual equipment should not be moved without permission and all equipment must remain in the Theatre. No personal sound equipment may be connected to the Theatre sound system. All cords must be gaffer-taped down for safety. Customer must inform us in advance of any power requirements or if bringing in outside equipment.

**1.2 Copyright.**

In accordance with Federal copyright laws, the viewing of movies requires a Public Viewing License.

**1.3 Alcohol & Tobacco.**

Alcohol and use of tobacco products of any kind is not permitted on the premises.

**1.4 Weapons and Explosives.**

Weapons or weapon facsimiles are not permitted in areas under the Student Union jurisdiction.

**1.5 Cancelations.**

You must notify the Event Services Office of any reservation or service order cancelations no later than 24 hours in advance, or by noon on Friday for a weekend or Monday event at 860-486-3421. If the reserving organization fails to cancel within the required time period, the organization is still responsible for fees associated with the event and the "no show" will affect the organizations ability to reserve space for future events and meetings.

**1.6 Behavior.**

The student organization hosting the event is held responsible for the conduct of the individuals attending the event and will be held to the policies outlined in the UGuide and standards set forth in the UConn Student Code of Conduct.

**1.7 Minors.**

If minors are to be active participants at the event hosted by the student organization, then the Event Registration Form for Event/Activities with Minors has to be signed by the student organization and approved by the programming advisor.

**1.8 Damages.**

For the duration of the reservation period, the reserving organization will be held responsible and liable for any damages to the Student Union Theatre and/or equipment caused by the reserving organization, its guests, participants, staff and vendors.

**1.9 Fees.**

The hosting organization will be responsible for AV equipment and support staff fees. The charges reflected on the reservation are an ESTIMATE. An invoice will be prepared after the event with the final costs and all charges are to be paid in full no later than 30 days after receipt.

I have read and understand the policies and guidelines set by the Student Union Event Services Office for use of the Student Union Theatre. I understand that any violation of these policies and guidelines will be the responsibility of my organization and will result in restitution if necessary.

Organization: \_\_\_\_\_ Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Reservation Number: \_\_\_\_\_

Name and title of designated contact person (please print) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Student Union Event Staff: \_\_\_\_\_ Date: \_\_\_\_\_

*To be filed with Reservation*

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