

Surbrugg/Prentice Auditorium and Esther & John Clay Fine Art Gallery

Standard Operating Procedures

This document outlines the operating procedures for the Surbrugg/Prentice Auditorium and the Esther & John Clay Fine Art Gallery. If the document requires updates or changes, the Dean of Arts & Sciences will assemble a committee of relevant parties to discuss changes or edits to the document. Any changes will be approved by President's Cabinet.

1. SPA Scheduling Priorities
 - a. Priority 1: Communication & Creative Arts Pathway academic performances and scheduling directly related to academic performances.
 - b. Priority 2: Foundation events, OWD classes and speakers, academic/campus events (i.e. pinning ceremonies, Talon Talks, etc.). Confirmed with the Coordinator, Surbrugg/Prentice Auditorium and the Program Director of Fine and Performing Arts.
 - c. Priority 3: Community events. Confirmed with the Program Director of Fine and Performing Arts.
 - i. The SPA lobby should not be used for seated receptions of more than 70 people, standing receptions can accommodate a larger number of guests.
 - d. When a signed Facility Use Agreement is in place for any customer, the event will not be changed to accommodate a different request.
2. SPA Academic Scheduling
 - a. Communication & Creative Arts Pathway programs require eleven weeks each semester.
 - b. Academic program reservation blocks are tentative until confirmed per timeline below.
 - i. Choir and Instrumental Programs are required to confirm with Facilities & Events the performance dates by May 10 (or the next business day) for the following fall and spring semesters.
 - ii. The Theater Program is required to confirm with Facilities & Events the performance dates and locations (SPA or Playhouse) by September 30 (or the next business day), for the fall semester in-progress and the following spring semester.
 - c. When the stage behind the curtain is not available the "Apron" in front of the curtain and auditorium may be available with approval by the Coordinator, Surbrugg/Prentice Auditorium, the faculty in charge of the event at the time, and the Program Director of Fine and Performing Arts.
 - d. During times blocked for rehearsals, preference is that the Lobby will not be used for events, but the Gallery remains open to campus and the public for viewing of artwork.
3. Esther & John Clay Fine Arts Gallery Scheduling
 - a. Priority use of the space is for the LCCC Arts Program and Foundation events.
 - i. It is the responsibility of the Communication & Creative Arts Pathway faculty and the Foundation to coordinate and schedule all events for the upcoming academic year by May 10 (or the next business day) of the current academic year, to ensure all academic and Foundation events are included and visible in the College's scheduling software.
 - (1) The LCCC Foundation will have use of the Gallery for the Ed and Caren Murray Art Series at the end of August and beginning of September and the first two weeks of June for the Clay Summer Watercolor Workshop.
 - (2) Dates for both events are to be determined by May 10 (or the next business day) of the prior academic year and provided to the Facilities & Events Office to be added to the scheduling software.
 - b. The Gallery will be open during performances and events in the SPA.
 - i. It is the responsibility of the Facilities & Events Office to ensure all community events are included and visible in the College's scheduling software.
 - c. The Gallery can be used by outside organizations for receptions and events, under the following guidance:
 - i. If the SPA is reserved for an event, the gallery cannot be reserved for a separate event. Any SPA reservation is for use of the entire building including the auditorium, gallery and lobby.
 - ii. Food and beverages (including bar service) will be served outside of the gallery space, no tables will be placed in the gallery when artwork is on display.

- (1) Guests can carry a beverage or small plate of appetizers into the gallery – but the preference is all food and beverage stay outside the gallery.
 - (2) It is the responsibility of the reserving party or the LCCC event contact to ensure that the lobby and gallery are clear of tables, chairs, garbage, etc. by 8:30 a.m. the day after an event.
- iii. LCCC will make available ropes and stanchions to be placed in front of the artwork to help protect that artwork and keep visitors at a safe distance from the artwork, at the discretion of the artist.
 - iv. When there is not a show in the Gallery, outside parties can use the Gallery, but they are not to hang items on the walls; any display items need to be freestanding.
 - v. There may be an occasion when it is beneficial for the College to not have a gallery show in the SPA during another event. These types of events should be planned and coordinated at a minimum of nine (9) months in advance and the Program Director of Fine and Performing Arts, should be involved in the decision-making process to avoid any potential conflicts.

4. Gallery Coordinator Scheduling Responsibilities

a.

ii.






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