I. Facility Use Policy

The Singletary Center for the Arts is primarily intended as an educational and cultural resource for the University, the Lexington region, and the Commonwealth of Kentucky. Priority for use of the Singletary Center will be assigned primarily to Singletary Center presentations, College of Fine Arts events, and the School of Music. Seasonal non-university resident companies will also have priority consideration in scheduling.

The Singletary Center facilities will also be made available to other organizations on an individual rental basis for purposes that are compatible with, and enhance the mission of the University and are in the best interests of the community.

All Facility Users must comply with the rules and regulations outlined in this document. The Singletary Center will consider facility use requests for scheduling based on the following:

<table>
<thead>
<tr>
<th>Priority</th>
<th>Facility User</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>University President’s Office and Office of the Provost</td>
</tr>
<tr>
<td>II</td>
<td>Singletary Center, School of Music, College of Fine Arts</td>
</tr>
<tr>
<td>III</td>
<td>Seasonal Non-University Resident Organizations</td>
</tr>
<tr>
<td>IV</td>
<td>Other Arts Organizations and Public Schools</td>
</tr>
<tr>
<td>V</td>
<td>All Others</td>
</tr>
</tbody>
</table>

II. Scheduling

Administration

The scheduling of Singletary Center facilities is the responsibility of the Singletary Center Director’s office, in consultation with the Singletary Center’s Production Director. The Production Director handles all scheduling of space within the Singletary Center, and with the Director’s Office, administers contracts and communications regarding all events held in the Singletary Center. Request for use of space will be accepted pending availability of space, technical equipment, and staff.

An annual scheduling template will be used to assure sufficient annual dates and spaces for the Singletary Center, the School of Music, and seasonal resident companies. All requested dates by the Singletary Center, the School of Music, and seasonal resident companies must be submitted by February 1 for the following fiscal year (which begins July 1). Final confirmation of requested dates will be effectuated no later than March 15. Requested dates will be made final upon execution of the rental contract. Following confirmation of dates for priority users, the calendar will be open to all users.

The Singletary Center will retain certain days for maintenance, restoration, and preparation depending upon need, and the facilities may not be available for use on those days.

Contracting

Generally, it is expected that all events will be booked and contracted a minimum of 6 weeks in advance of the rental date. All events must be booked AND contracted no less than 2 weeks prior to the week of the event.

To book space, the Facility User must:

1) Inquire with the Production Office about the space availability and event requirements.
2) Choose and temporarily hold the date(s), and receive all needed Space Request Forms. Dates will not be held for a period longer than two weeks unless the hold is renewed by the Facility User.
3) Submit, within two weeks (or sooner if event date is imminent, at the discretion of the Production Office) completed Space Request Forms with a detailed description of the event and any other pertinent rental information required for the event. Rental dates are now firmly held. Off campus Facility Users will also be required to submit a non-refundable administrative fee of $60 with each Space Request Form. On campus Facility Users will be assessed a $45 administrative fee on their final bill, or in the event of cancellation of the program, this fee will be charged against the account number supplied on the application.
4) Within three weeks of receiving the contract (or sooner if the event date is imminent, at the discretion of the Director’s Office) return the contract with authorized signature. Off campus Facility Users will also be required to submit, with signed contract, facility use fee (as detailed in the rental contract); valid proof of current tax status, and proof of current insurance policy indemnifying the Singletary Center (as detailed in the rental contract).
5) Sign and file the Ticketing Contract with the Singletary Center Ticket Office.
6) Submit any rental balance due no less than three weeks prior to rental date (or sooner if event is imminent, at the discretion of the Director’s Office).
7) Submit payment for any balance due within two weeks after receiving the final invoice.
III. **Rental User Categories**

1) The Singletary Center shall set rental fees based on the categorization of the user.
2) User category shall be based upon the fiscal and organizational nature of each user, and the use of the proceeds from user’s event.
3) Users of the Singletary Center may consist of university and non-university organizations, professional and amateur, individuals or associations, as designated in the following categories.

* **Category 1: University of Kentucky Organizations**

All authorized University of Kentucky entities with a university account number, where the majority of the proceeds from the event go to support the university organization.

* **Category 2: Public/Private Elementary, Secondary and Non-University of Kentucky Colleges and Universities**

  A. **Minimum Admission**: Admission charged is $6 or less for single admission.
  B. **Maximum Admission**: Admission charged is over $6 for single admission.

* **Category 3: Non-University Organizations with UK Sponsorship**

All organizations which co-sponsor the event with a University of Kentucky organization, where the majority of the proceeds from the event go to support the non-university organization. Billing and contracting must be handled through a university account number.

* **Category 4: Non-Profit Organizations**

  A. **Minimum Admission**: Organizations with current, legal, non-profit (501-c3) status charging $8 or less for single admission.
  B. **Maximum Admission**: Organizations with current, legal, non-profit (501-c3) status charging more than $8 for single admission.

* **Category 5: Profit Organizations**

  A. **Free Admission**: Any group or individual not possessing valid non-profit (501-c3) status that does not charge admission, fees, or other revenue-producing devices to those attending the event.
  B. **Admission**: Any group or individual not possessing valid non-profit (501-c3) status, charging any admission, fee, or other revenue producing device.
IV. Facility Rental Fees

The following rental rates DO NOT include: production/equipment rentals; technical and/or house labor expenses; marketing/publicity costs; piano tuning fees; Building Operator costs; security labor expenses; custodial fees; production/event supplies; facility storage; photocopier costs; parking attendant costs.

The following rental rates DO include: access to space(s) rented at the contracted times only. Four and five hour blocks include the time needed to set up and strike your event. Also included are general lighting, basic custodial services, HVAC, and Singletary Center equipment listed on the rental contract.

### Concert Hall – 1450+ Seats

<table>
<thead>
<tr>
<th>Category</th>
<th>Mon-Thurs 7am–4pm</th>
<th>Mon-Thurs 4pm-12am</th>
<th>Fri-Sun All hrs</th>
<th>Mon-Thurs 7am–4pm</th>
<th>Mon-Thurs 4pm-12am</th>
<th>Fri-Sun All hrs</th>
</tr>
</thead>
<tbody>
<tr>
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<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>2A</td>
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<td>$200</td>
<td>$250</td>
<td>$50</td>
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<tr>
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<td>$225</td>
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<td>$150</td>
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<tr>
<td>3</td>
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<td>4A</td>
<td>$450</td>
<td>$525</td>
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</tr>
<tr>
<td>4B</td>
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<td>$1200</td>
<td>$400</td>
<td>$500</td>
<td>$600</td>
</tr>
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</table>

*Each additional hour contracted over the maximum shall be billed at a pro-rated hourly rental cost. Events that exceed the time contracted will be billed pro-rated costs of time and a half the hourly cost.*

Subject to availability, renters of the Concert Hall will have restricted use of lobby areas and the President’s Room (with kitchen) during the 5 hour performance block at no additional facility rental cost.

### Recital Hall – 375+ Seats

<table>
<thead>
<tr>
<th>Category</th>
<th>Mon-Thurs 7am–4pm</th>
<th>Mon-Thurs 4pm-12am</th>
<th>Fri-Sun All hrs</th>
<th>Mon-Thurs 7am–4pm</th>
<th>Mon-Thurs 4pm-12am</th>
<th>Fri-Sun All hrs</th>
</tr>
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<td>$500</td>
<td>$600</td>
<td>$225</td>
<td>$250</td>
<td>$275</td>
</tr>
</tbody>
</table>

*Each additional hour contracted over the maximum shall be billed at a pro-rated hourly rental cost. Events that exceed the time contracted will be billed pro-rated costs of time and a half the hourly cost.*

Subject to availability, renters of the Recital Hall will have restricted use of lobby areas during the 5 hour performance block at no additional facility rental cost.
**Rehearsal Room, President’s Room, or Lobby**

<table>
<thead>
<tr>
<th>Category</th>
<th>Event or Set Up Day 5 hours maximum*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$0</td>
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<tr>
<td>2</td>
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<tr>
<td>3</td>
<td>$45</td>
</tr>
<tr>
<td>4</td>
<td>$50</td>
</tr>
<tr>
<td>5</td>
<td>$100</td>
</tr>
</tbody>
</table>

* Each additional hour **contracted** over the maximum shall be billed at a pro-rated hourly rental cost. Events that exceed the time contracted shall be billed pro-rated costs of time and a half the hourly cost.

**Dressing Rooms**

The Singletary Center dressing rooms are located directly behind the Concert Hall. Therefore, Facility Users renting the Concert Hall shall have priority use of the dressing rooms. Facility Users renting the Recital Hall will have second priority. Should dressing rooms not be available, the Rehearsal Room may be rented as support space instead, if it is available. If the dressing rooms and Rehearsal Room are not available, Facility User will have access only to restrooms located backstage between the Concert Hall and Recital Hall.

**Support Space**

Large groups desiring to rent the Concert Hall or Recital Hall will be **required** to rent adequate support space. The support space(s) necessary for your event will be determined by the Production Office. If adequate support space is not available, the booking request will be denied.

Support spaces will be rented at the Set Up/Tech/Rehearsal Rate.
V. Facility Use: General Rules and Regulations

**PLEASE ABIDE BY THESE RULES AND REGULATIONS SO AS NOT TO JEOPARDIZE YOUR FUTURE USE OF THE SINGLETARY CENTER.**

1) **Authorized Areas:** Facility User will have access to authorized areas only, as specified in the Rental Contract. The Facility User, or responsible party identified in the contract, MUST be present for the entire use of facilities and will accept full responsibility for any damage and/or missing property. The Facility User is responsible for keeping its various members, supporters, and participants within authorized contracted areas. The Facility User is responsible for informing guests, members, caterers, volunteers, participants, and all others involved with the user’s event about the Singletary Center Facility Use policies.

2) **Support Space:** Dressing rooms are located behind the Concert Hall stage and Facility Users renting the Concert Hall shall have priority use of the dressing rooms. Facility Users renting the Recital Hall shall have second priority use of the dressing rooms. Should dressing rooms be unavailable, the Rehearsal Room, if available, may be rented as dressing/support space. If dressing rooms and Rehearsal Room are unavailable, Facility User will have access to the backstage restrooms located between the Concert Hall and Recital Hall. Large groups will be required to rent adequate support space for their events, as determined by the Singletary Center Production Office. These support spaces, if not requested, will be assigned at the discretion of the Production Office if such space is deemed necessary. If adequate support space is not available, the facility use request will be denied. Support space(s) will be billed at the Set-up/Tech/Rehearsal rate.

3) **Insurance:** All off campus Facility Users will be required to obtain and supply an insurance rider. This rider shall be issued by a licensed company, doing business in the state of Kentucky. It must name the University of Kentucky as also insured, and will be a combined single limits policy in the amount of $1,000,000.

4) **Tickets:** All Facility Users desiring to charge an admission and/or distribute tickets must use the Singletary Center Ticket Office (SCTO). Only numerically marked tickets printed and distributed by the SCTO will be accepted for admission to an event. General admission ticketed events (non-reserved seating) are not permitted in the Singletary Center.

5) **Ticket Office:** All Facility Users selling admission to an event are required to use the SCTO. Ticket Office services include: ticket stock and printing, mailing/distribution of tickets, ticket sales report and cost of box office personnel, internet and telephone sales, inclusion of event in season brochure calendar (if scheduled before printing), cost of credit card banking services, and post-event ticket sales reconciliation report. All Facility Users including University organizations will be charged 7% of gross ticket sales for SCTO services. The SCTO will set, control, and retain any ticket order charges or fees added to the face value of tickets and charged to customers.

6) **Advertisement/Publicity:** No advertisement, press release, invitation, poster, flyer, public announcement, or artist contract citing the Singletary Center for the Arts is permitted until a Rental Contract is signed and authorized. Verbal commitments are not acceptable – no exceptions. Any publicity material citing the Singletary Center must use the Singletary Center’s approved logo, font, website address, and ticket office telephone number. No advertising materials may be displayed on the interior, exterior, or in any part of the Singletary Center without specific authorization and content approval from Singletary Center management. If unauthorized advertising materials are found posted in the Singletary Center, these items will be removed. The Singletary Center is in no way responsible for any publicity or marketing efforts on behalf of a Facility User.

7) **Merchandise Sales:** Facility Users may sell event merchandise in designated areas of the Singletary Center’s lobby. 20% of gross merchandise sales (exclusive of sales tax) will be charged to Facility User by the Singletary Center. All aspects of merchandise sales are the responsibility of the Facility User. If Singletary Center personnel are required, an hourly fee per employee will be charged.

8) **Labor and Equipment:** All equipment in the Singletary Center’s inventory must be operated by Singletary Center staff. Use of Singletary Center equipment MUST be arranged in advance of load in and is available on a first come, first serve basis. A Building Operator (hired and provided by UK Physical Plant) is required for Concert Hall ticketed events, and is optional for all other events. All equipment used in the Singletary Center must be approved by the Production Office in advance of load in. Equipment requested on the day of the event will be supplied if available and at the discretion of the Production Office. Use of equipment supplied by Facility User on the day of the event will be subject to the approval of the Production Office. *(See Section VII, Labor and Production Expenses.)*
9) **Decorations:** Nails, hooks, tacks, screws, and bolts may NOT be used on any surface, wall, floor, or furnishing in the Singletary Center. Cloth gaffer’s tape is the only tape permitted to be used on floors and equipment. No tape of ANY kind may be applied to walls. Facility User may be held financially responsible for repair/replacement of any damages. No bunting, paper, or any other combustible material may be used without prior approval of Singletary Center staff, and this use must be listed in the rental contract. All scenery brought into the Singletary Center must be flame-proofed. No rice, confetti, or glitter may be used in the Singletary Center unless prior approval had been granted and janitorial expenses included in rental contract.

10) **Pyrotechnics/Special/Atmospheric Effects:** ABSOLUTELY NO PYROTECHNICS ARE PERMITTED IN THE SINGLETARY CENTER WITHOUT PRIOR APPROVAL OF BOTH THE PRODUCTION OFFICE AND UK FIRE MARSHAL’S OFFICE. All pyrotechnics must be operated by licensed pyrotechnicians. All necessary permits must be provided to the Singletary Center Production Office. Use of fog, haze or other effects must be approved in advance.

11) **Performance/Rehearsal/Set up/Strike:** The Singletary Center staff will set up the required equipment AS PER THE CONTRACT, and at the times agreed upon with the Facility User. The Facility User’s time in each space begins and ends precisely as cited in the rental contract. Facility User must plan accordingly for use within the block of time scheduled. Facility Users will not be allowed into the space any earlier than time cited on the rental contract, and must completely vacate the space no later than the time cited on the rental contract. Any time over the rental block cited in the rental contract will be pro-rated to Facility User at one and a half times the hourly rental cost.

12) **Storage:** Storage of Facility User’s property will be permitted only for the length of the rental contract. Facility User property shall not be delivered nor can it remain past the date and time entered in the rental contract. With the exception of the College of Fine Arts, no permanent storage areas will be available for Facility Users.

13) **Custodial Services:** SCFA provides basic custodial/janitorial services at no additional cost to Facility Users. Special events such as catered receptions, dinners, parties, or other similar types of events may be subject to a janitorial fee should the event require subsequent cleaning beyond that of normal public use.
VI. Labor and Production Expenses

1) Technical Staff
The Singletary Center will provide Stage Managers, Lighting Technicians, Sound Technicians, and Stagehands for all events in the Concert Hall, Recital Hall, or Rehearsal Room. Equipment in the Singletary Center’s inventory must be operated by Singletary Center staff. A minimum of one Stage Manager for every public event, or one Stagehand for every rehearsal, is required. Additional personnel may be required to handle equipment requested and will be hired at the discretion of the Production Office.

Technical staff must be given a 10 minute break after every two hours and a one hour meal break after each five hours on the clock. If circumstances do not allow for a one hour break after 5 hours on the clock, the Facility User will be required to provide a meal and a thirty minute break. Production schedules will be advanced to the Facility User by the Production Office to ensure that these policies are followed.

In the event that a performance, rehearsal, tech call, load in or strike cannot be staffed in full by the Singletary Center’s labor pool, the Singletary Center reserves the right to substitute IATSE Local 346 stagehands at the prevailing labor rates. IATSE labor regulations are the same as those listed above.

Stage crew is assigned the responsibility of tracking the time contracted, letting the Facility User know when the end of the contracted block is approaching, and shutting down the spaces contracted at the end of that block. If Facility User exceeds the contracted block, labor charged will be an ADDITIONAL 2 hour minimum per person, plus 1-1/2 times the pro-rated hourly rental fee per space contracted.

<table>
<thead>
<tr>
<th>On Campus Technical Staff Rates</th>
<th>Off Campus Technical Staff Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>$13/hour per person, 4 hour minimum</td>
<td>$18/hour per person, 4 hour minimum</td>
</tr>
</tbody>
</table>

2) Front of House Staff
The Singletary Center will provide front of house staff (House Manager, Lobby Attendants, Ticket Takers) for all events that are open to the public or have invitation only audiences. Facility User may not substitute volunteers for hired Singletary Center personnel. Hiring minimums required by the University of Kentucky Fire Marshal are as follows:

**Concert Hall Ticketed Events**
- Up to 750 anticipated attendance
  - 1 House Manager
  - 8 Ticket Takers
  - 2 Concessions Managers
- Over 750 anticipated attendance
  - 1 House Manager
  - 10 Ticket Takers
  - 2 Concessions Managers

**Concert Hall Non-Ticketed Events**
- Up to 750 anticipated attendance
  - 1 House Manager
  - 3 Lobby Attendants
- Over 750 anticipated attendance
  - 1 House Manager
  - 6 Lobby Attendants

**Recital Hall Ticketed Events**
- 1 House Manager
- 2 Ticket Takers

**Recital Hall Non-Ticketed Events**
- Up to 150 anticipated attendance
  - 1 House Manager
  - 1 Lobby Attendant
- Over 150 anticipated attendance
  - 1 House Manager
  - 2 Lobby Attendants

**Presidents Room**
Minimum hire is 1 House Manager. Additional Lobby Attendants may be required for larger set ups.

**Rehearsal Room**
For events in the Rehearsal Room that are open to the public or are invitation only, the minimum hire is 1 House Manager. Additional Lobby Attendants may be required for larger set ups if lobby is used as well.

<table>
<thead>
<tr>
<th>On Campus Front of House Staff Rates</th>
<th>Off Campus Front of House Staff Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>House Manager: $13/hour, 4 hour minimum</td>
<td>House Manager: $18/hour, 4 hour minimum</td>
</tr>
<tr>
<td>Ticket Taker: $10/hr per person, 3 hr minimum</td>
<td>Ticket Taker: $14/hr per person, 3 hr minimum</td>
</tr>
<tr>
<td>Lobby Attendant: $10/hr per person, 3 hr minimum</td>
<td>Lobby Attendant: $14/hr per person, 3 hr minimum</td>
</tr>
</tbody>
</table>
3) Alcohol Beverages Sales
Alcohol sales, directly or indirectly, on University property is expressly forbidden without appropriate permission from the UK Office of the Executive Vice President for Finance and Administration. With appropriate permission, alcohol sales may be sold and/or served under limited and exceptional circumstances. The SCFA administrative office is charged to handle all inquiries regarding alcohol on SCFA premises.

4) Physical Plant, Parking Services

Building Operator
The University of Kentucky Fire Marshal requires that a Physical Plant Building Operator is hired for all Concert Hall ticketed events. This service is optional for all other events.
*Building Operator rate (subject to change by UK Physical Plant): $39/hour*

Parking Personnel
The University of Kentucky Parking Services requires that three parking officers be hired for all school shows. To reserve the parking lot behind the Singletary Center (28 spaces) for VIP or performer parking, only one attendant is required. Facility User will be required to supply the Patron Services Coordinator with a list of people who are approved to park in the lot.
*Parking Officer Rate (subject to change by UK Parking): Rate varies: $13 -$20 per hour per person*

Custodial Fees
*If Facility User has requested use of confetti or glitter (this must be pre-approved and listed on the rental contract) a custodial cleaning fee will be assessed for clean up following the event.*
*If Facility User plans a catered reception, banquet, or meal on a weekend (Friday, Saturday, or Sunday) or day where another event follows the catered reception, banquet, or meal on the same day, a cleaning fee will be assessed for clean up following the event. All costs for exceptional cleaning required for an event will be charged to the Facility User.*
*Custodial Fees (subject to change by UK Physical Plant): $21.50 /hr per person (regular time) or $32.25/hr, per person (overtime)*

*The number of people will be determined by the Production Office, based on the space(s) rented and the type of event.*

5) Rentals/Expendables
In the event that the Singletary Center inventory does not include the equipment requested or necessary for an event, the Production Office will rent the necessary equipment. The cost of the rental will be borne by the Facility User. If expendables are required (ie: lighting gel and patterns, batteries) the Production Office will order these items. The cost of expendables will be borne by the Facility User.

6) Marley Dance Floor
The Singletary Center houses 8 rolls of Marley dance floor, owned by the University of Kentucky Dance Ensemble (UKDE). This floor is available for rental at $30 per roll.

If Marley dance floor is rented, Facility User will be billed for cloth gaffer’s tape needed to install floor. (If Facility User prefers Marley floor tape, it must be requested well in advance so that it can be ordered and in stock by the date of installation).

7) Other Expenses
*Available upon request, first come first serve:*

| Item                | Cost
|---------------------|------
| Coffee and Supplies | $12.50 per urn/100 cups |
| Tea and Supplies    | $12.50 per urn/100 cups |
| Piano Tuning        | $75 per service |
VII SCFA Ticket Office

1. All Facility Users charging admission and/or distributing tickets are required to use the Singletary Center Ticket Office (SCTO). Only numerically marked tickets printed and distributed by the SCTO will be accepted for admission to an event.

2. Ticket Office services include: ticket stock and printing, mailing/distribution of tickets, ticket sales reports and cost of box office personnel, internet and telephone sales, inclusion of event in season brochure calendar (if scheduled before printing), cost of credit card banking services, and post-event ticket sales reconciliation report.

3. All Facility Users including University organizations will be charged 7% of gross ticket sales for SCTO services. The minimum Ticket Office Charge is $100 per performance with a $7,500 per performance maximum. The SCTO will set, control, and retain any ticket order charges or fees added to the face value of tickets and charges to customers.

4. General admission ticketed events (non-reserved seating) are not permitted in the Singletary Center.

5. Ticket transfers will no longer be possible and will be replaced with ticket order forms provided by the Ticket Office. If client wishes to use its own ticket order forms, a copy of the form must be approved by the Ticket Office Manager prior to sales or distribution. Client must ensure that order forms are completed and accurate. All checks must be made to SCFA. Orders will be filled within 48 hours of delivery to the Ticket Office Manager. Ticket Office will contact client to verify that orders are complete and ready for pick-up, if necessary.

6. The deadline for order form drop-off at the Ticket Office is 48 hours prior to an event. If event is scheduled on a Sunday, order forms for that event must arrive at the Ticket Office by 5pm Friday.

7. Ticket sales reconciliation with Facility User will be completed within 10 to 30 days after the completion of the event, depending on the nature of the event. The SCFA Fiscal Officer is responsible for all ticket revenue reconciliations.