



Title: Tiedtke Performance Hall Scheduling	Type: Business/Finance
No: BU 6001	Approval Date: 9-24-2016
Responsible Office: Vice President for Business and Finance and Treasurer, Scheduling and Events Services; Vice President for Academic Affairs/Provost, Department of Music	Approved By: VPB/F&T and VPAA/P, 9-23-2016; President, 9-24-2016
Next Review: 2020-2021	Revision No:

I. Purpose/Introduction/Rationale

This policy describes scheduling procedures for the John M. Tiedtke Concert Hall (the Hall) in the College's Virginia S. and W.W. Nelson Department of Music (Music Department).

II. Definition

Tiedtke Hall is intended primarily for use as a teaching and performance facility for the Music Department. The Music Department approves scheduling for all events in the Hall. The Music Department's Scheduling & Production Coordinator, in consultation with the College's Director of Music, coordinates non-Music Department offices at Rollins and local community/other organizations reservations with the College's office of Scheduling and Events Services (SES). All Departments involved in scheduling the facility need to:

1. Keep apprised of Private Usage limitations, as defined by the Internal Revenue Service (IRS), seeking guidance from the Finance Department, as necessary. Private Usage extends to rental and rent-free usage by private (for-profit) organizations and not-for-profit organizations with exemptions dissimilar to Rollins.
2. Seek to minimize Private Usage of the facilities and be aware of total facilities usage.
3. Assure that any non-Music Department use of the Hall, including any use by Rollins or non-Rollins entities other than the Music Department, is properly documented utilizing the College's Event Management System (EMS).

III. Procedure or Application

The Music Department approves scheduling of all events in the Hall and coordinates use by non-Music Department departments of the College and local community/other organizations with SES. Written prior permission of the Music Department's Scheduling & Production Coordinator, in consultation with the College's Director of Music, is required for use of the Hall.

1. Music Department Faculty, Students, and Staff. Contact the Music Department's Scheduling & Production Coordinator to schedule time in the Hall. In general, the Hall is not to be scheduled for applied lesson times.
2. Rollins Faculty, Students, and Staff. Contact SES and/or complete an EMS request for use of the Hall; SES will coordinate availability checks and approvals with the Music Department's Scheduling & Production Coordinator prior to confirming Hall reservations.
3. Non-College Organizations and/or Others. Contact SES to request use of the Hall; SES will coordinate availability checks and approvals with the Music Department's Scheduling & Production Coordinator prior to confirming Hall reservations.

IV. Applicable Publications

The following documents are available from the Department of Music.

Department of Music Student Handbook

John M. Tiedtke Concert Hall Event Agreement for Rollins Students, Faculty, and Staff

John M. Tiedtke Concert Hall Event Agreement for Non-Rollins Organizations and Individuals

V. Appendices/Supplemental Materials

None.

VI. Rationale for Revision

None.