

# Church Fine Arts Building

## Scheduling and Usage Guidelines – updated 10/08/07

The University of Nevada, Reno Church Fine Arts Building is home to departments of Art, Music and Dance and Speech Communication and Theatre and their educational classes, programs, events and activities. Scheduling priority is given to department units and university programs with guidelines established by each department.

### Reservable Spaces and Scheduling Contacts

#### Performance and Gallery Venues

Facility usage fees may apply. Scheduling contacts can provide rates.

- Nightingale Concert Hall  
On-Campus Users contact Department of Music and Dance, 784-6145, [juliab@unr.edu](mailto:juliab@unr.edu)  
Off-Campus Users contact University Scheduling, 784-6837, [www.unr.edu/vpaf/pba/sch/](http://www.unr.edu/vpaf/pba/sch/)
- Music Practice Rooms and Classrooms  
On and Off-Campus Users contact the Department of Music and Dance, 784-6145
- Redfield Proscenium Theatre, Redfield Studio Theatre  
On-Campus Users contact Michael Fernbach, 784-1432, [fernbach@unr.edu](mailto:fernbach@unr.edu)  
Off-Campus Users contact University Scheduling, 784-6837, [www.unr.edu/vpaf/pba/sch/](http://www.unr.edu/vpaf/pba/sch/)
- Sheppard Fine Arts Gallery, Front Door Gallery and McNamara Gallery  
On-Campus Users contact Marji Vecchio, 784-6682. [mvecchio@unr.edu](mailto:mvecchio@unr.edu)  
Off-Campus Users contact University Scheduling, 784-6837, [www.unr.edu/vpaf/pba/sch/](http://www.unr.edu/vpaf/pba/sch/)

#### Shared and Common Spaces

The following areas are deemed shared and common spaces:

- Front Door and McNamara Galleries (Managed by the Sheppard Fine Arts Gallery)
- Main Entrance
- Redfield Studio Theatre Lobby
- Spine Corridor/Central Lobby/1<sup>st</sup> Floor Patio
- Hallways
- Lower Level Courtyard
- Virginia Street Entrance Courtyard

For events happening in Nightingale Concert Hall, Redfield Studio Theatre, Redfield Proscenium Theatre and Sheppard Gallery normal usage would include utilizing the lobby spaces adjacent to the event and the box office for those events that are ticketed.

The Front Door and McNamara Gallery exhibitions feature student artists as a part of their educational program and should be treated respectfully. Any questions or concerns about these exhibitions should be directed to the Sheppard Gallery Director.

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For festivals, special events and any other non-traditional usage, event organizers need to reserve shared and common areas that would be used for concessions, photographers, event check in, etc.

On or Off Campus users should notify CJ Walters, 784-4895, [cjc@unr.edu](mailto:cjc@unr.edu) to schedule shared and common spaces.

### **General Guidelines**

#### **Building Guidelines**

1. Public building hours, 7 a.m. – 11 p.m. Monday – Friday. Hours are subject to change.
2. The Church Fine Arts Building, as with all University of Nevada, Reno buildings, is a no-Smoking and no-Tobacco facility.
3. No food and drink are allowed in any classroom, practice room and performance venues without permission. For permission contact the appropriate department office.
4. Appropriate standards of dress and behavior will be observed at all times for events held in the Church Fine Arts Building.
5. All user groups are responsible for leaving the building clean and orderly after use and responsible for any damages incurred.
6. Animals are not allowed inside the Church Fine Arts Building except for those licensed to assist persons with disabilities.

#### **Displays, Signage or Decorating for Shared and Common Spaces**

1. CFA does not allow any decorations or installation of equipment that may permanently alter the facilities including, but not limited to, nails or tacks in walls or doors; writing or painting on walls, doors, or windows; hanging materials from the ceilings; stickers of any kind. The exception to this is for exhibitions in the McNamara, Front Door and Exit Galleries as well as other spaces and hallways used by the Art Department to display student work.
2. Any signage or decorations in shared and common spaces must be removed within 24 hours after any event by the group responsible for hanging them. Please be sure to remove ALL tape. Do not expect others to clean up after you.
3. No posters or banners will be permitted on the Church Fine Arts Building exterior or grounds without prior approval. No permanent alterations may be made to the exterior of the building.

#### **Catering/Alcohol Beverages**

1. The official university caterer is Chartwells and can be reached at 784-6143 to make all catering arrangements.
2. The Associate Vice President of Student Services is the President's designee for approving all requests for the service of alcoholic beverages on campus. Campus policy requires that the sponsoring group have food and non-alcoholic beverages available. A licensed liquor vendor *must* be contracted through Chartwells to serve all alcoholic beverages even when the alcohol is provided by the sponsoring event. Questions and requests should go through the Office of Student Life at 784-1471. The Request for Alcoholic Beverage Service form is available at <http://www.unr.edu/stsv/slservices/abs.html>

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3. Student organizations may provide their own catering, use an outside caterer, or use Chartwells for food and nonalcoholic drinks. If the group decides to bring food from outside, they can still contact Chartwells for food serving/preparation equipment, table decorations, and/or servers. All table linens and/or skirting must be reserved through Chartwells.
4. Student organizations must use Chartwells to serve any alcohol.
5. Campus groups must use Chartwells for any food or drink provided as part of a meeting or event outside of light refreshments (value of \$50 or more).
6. Off-campus groups must use Chartwells for all food or drink provided as part of a meeting or event.
7. Any requests for exceptions to catering must be addressed to the Associate Director of Housing Operations and Dining Services, 784-4671.

### **Janitorial**

It is required that building users make every effort to leave the building clean for the following business day. Regular janitorial service is provided for events happening Monday – Thursday and for any events that conclude by 10 p.m. on Friday. For public events that conclude after 10 p.m. on Friday, or on weekends, users are required to arrange, in advance, for janitorial service through Scheduling Services at 784-6837. Please note that fees for additional services may be charged.

### **Tables/Chairs**

1. Tables and chairs must be ordered through Buildings and Grounds. Work orders are available online at [http://www.howler.unr.edu/facilitiesmgt/buildingsgrounds/work\\_order.htm](http://www.howler.unr.edu/facilitiesmgt/buildingsgrounds/work_order.htm)

### **Noise Levels and Amplified Sound**

1. In common areas, users are asked to be respectful of areas and hallways that open up to faculty offices, classrooms, and other educational areas.
2. Any use of amplified sound is prohibited in common areas to avoid disruption to the many classrooms and offices that face into these areas.
3. Amplified sound may be used in performance spaces at the discretion of individual venue managers.

### **Fire Codes/ADA Compliance**

1. CFA users must follow all university, city, state and federal fire codes and ADA accessible requirements.
2. Equipment/Tables/Chairs must only be used in areas designated safe by the University Fire Marshall and not blocking hallways and doorways. Anything that hinders ADA access and egress is prohibited.
3. There are only three areas deemed safe to place equipment/tables/chairs in CFA common areas: 1) The Redfield Studio Lobby as long as the equipment doesn't protrude into traffic lanes, 2) the areas in the central lobby, in front of the box office window and in-between the east exit onto the exterior stairway and the doors to the outdoor patio, and 3) the courtyard as long as items don't block egress from the building.
4. Open flames are not allowed without a permit.

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### Parking

For information, or to make special and handicapped parking arrangements, please contact Parking and Transportation Services at 784-4654, <http://www.howler.unr.edu/facilitiesmgt/parking/>

### Reference Information

**Buildings and Grounds:** Provides tables and chairs, janitorial services, and assists with special arrangements such as sprinklers and electricity. 784-8020, work order available online at [http://www.howler.unr.edu/facilitiesmgt/buildingsgrounds/work\\_order.htm](http://www.howler.unr.edu/facilitiesmgt/buildingsgrounds/work_order.htm)

**Chartwells:** Provides catering services including food and beverages. 784-6143.

**Office of Student Life:** Grants approval for events to serve alcoholic beverages. 784-1471, Request for Alcoholic Beverage Service form online at <http://www.unr.edu/stsv/slservices/abs.html>

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### School of the Arts

Administration/Arts Information, 784-4278

Director, Larry Engstrom, 682-8803, [engstrom@unr.edu](mailto:engstrom@unr.edu)

Associate Director of Outreach and Marketing, Tim Jones, 784-1985, [tjones@unr.edu](mailto:tjones@unr.edu)

Program Coordinator, Chris Money, 784-3593, [cmoney@unr.edu](mailto:cmoney@unr.edu)

Development Director, Robyn Powers, 784-6873, [rpowers@unr.edu](mailto:rpowers@unr.edu)

Associate Director of Marketing and Programs, CJ Walters, 784-4895, [cjc@unr.edu](mailto:cjc@unr.edu)

Department of Art

Office, 784-6682

Gallery Scheduling, 784-6658

Department of Music and Dance,

Office, 784-6145

Nightingale Concert Hall Scheduling, 784-6964

Department of Speech Communication and Theatre

Office, 784-6839

Redfield Proscenium and Studio Theatre Scheduling, 784-1432

**University Scheduling:** Assists with reservations for campus events for both on-campus and off-campus users. 784-6837.