

West Chester University of Pennsylvania
Office of Venue Management

Procedures and Usage Policies

The Asplundh Concert Hall and the Madeleine Wing Adler Theatre are University governed spaces intended primarily as educational and cultural resources for the University, Chester County, and the Commonwealth of Pennsylvania.

Priority for the use of these spaces will be given to University sponsored academic activities. The facilities will also be made available to university and community organizations for purposes that are compatible with, or enhance the mission of the University and are in the interest of the community.

The performance facilities covered in this document are The Madeleine Wing Adler Theatre and The Emilie K. Asplundh Concert Hall including control booths, box offices, green rooms, dressing rooms and lobbies. These spaces are not to be used routinely for classes but primarily for rehearsals and performances.

The Office of Venue Management has been charged by the University with the resource management of these spaces and will review performance and rehearsal space requests on the basis of the following priorities:

Priority I - West Chester University's President's Office.

- President's office may book events at any time.

Priority II - West Chester University's College of Arts and Humanities (CAH) sponsored performances.

- All performance and rehearsal dates received by February 15 from the CAH special events coordinator for the following academic year will receive priority scheduling. It will be assumed that these dates have been approved by the Dean. Additional performance and rehearsal dates submitted after February 15 by the CAH special events coordinator will be added to the schedule if the venue is available and if Venue Management has the necessary staff.

Priority III - University sponsored and town-gown organization performances.

- Beginning on February 16 other University and town-gown affiliate performing arts organizations (non-CAH) will have access to the venue calendars and to submit performance and rehearsal space requests.

Priority IV - Other Users

A. Student Organizations.

- Beginning on March 15, student organizations may submit space request through the director of Sykes Union.


B. Conference Services

- Beginning on March 15, the Office of Conference Services may submit space requests for outside group rentals.

C. CAH Faculty

- The Dean of CAH may grant swipe card access to the Madeleine Wing Theatre to select faculty members and will provide the names of these faculty members to Venue Management. These faculty members may access the space at any time on the condition that they check availability of the theatre with the CVPA Special Event Coordinator, and provide Venue Management a minimum of 48 hours' prior notice of the date, time and purpose of the access. It is expected that equipment and facilities will be left in the same condition as found prior to use. The Dean's Office will assume full responsibility for any adverse consequences that result from this access including missing equipment, damage to equipment and facilities, and violations of University policies. .
- The Madeleine Wing Adler Theatre may be used by CVPA faculty and faculty supervised WCU students for the purposes of recording academic related non-public performances if the venue is available and if Venue Management has the necessary staff and resources to accommodate the request.

APPROVED:



Christopher M. Fiorentino,
Interim President

11/1/16
Date