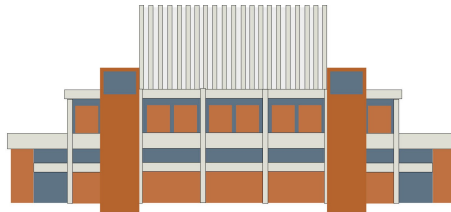


RAYMOND MANNONI

PERFORMING
ARTS CENTER



RAYMOND MANNONI
PERFORMING
ARTS CENTER

CONTENTS

FACILITY GUIDELINES	3
FREQUENTLY ASKED QUESTIONS	6
INFORMATION FOR YOUR GUESTS	8



Thank you for choosing the MPAC for your event. We hope that this information will make your event easy to plan, worry-free and enjoyable. It will also help you to understand, through a quick summary, key components of events in the MPAC.

If you desire other or more in-depth information, please call the College of Arts and Sciences Auditorium Manager at 601.266.4550.

FACILITY GUIDELINES

The user is responsible for enforcement of all policies of the MPAC and for the actions of all persons associated with the user's use of the facility, including but not limited to performers, presenters, support crew, volunteers, and guests.

EMERGENCIES

All emergencies should be reported to campus security first (601.266.4986), then the Auditorium Manager (601.266.4550).

INSURANCE

External users must provide proof of liability insurance for a minimum of \$1,000,000. The University of Southern Mississippi shall be named as an additional insured.

OCCUPANCY/SEATING CAPACITY

The user will not admit or distribute tickets in excess of the occupancy capacity of the rented space as determined by the MPAC. The established seating capacity of the facility is 720. Twenty (20) of these are withheld for ADA compliance and for seat relocations at the MPAC discretion, leaving no more than 700 ready-to-sell seats.

SMOKING

There is absolutely no smoking allowed anywhere in the building at any time.

BUILDING ACCESS

Performers/users should enter the theatre through the backstage loading door only. The front doors are kept locked until time to admit the audience unless the user obtains prior approval from Auditorium Manager and arranges for additional personnel to continuously monitor doors. During setup and rehearsals, only those persons directly associated with the event as performers or staff are permitted in the theatre - no guests and no public access.

FOOD AND BEVERAGE

No food or beverage shall be brought into the MPAC by the user, the user's guests, ticket holders, or the user's employees. Only water in tightly sealed containers is permitted by the users or the user's employees. Audience members are not allowed to bring any outside food or beverage into the facility. Any food and beverage service requests must be coordinated with Aramark and the Auditorium Manager. The user will enforce that no food or beverage other than water is allowed in theatre or lobby.

DEPOSITS, PAYMENT, BILLING

A **non-refundable** deposit of at least half of the total amount up to \$1,000 must be paid at the time of reservation. The balance of the rental fee must be paid in full no later than one (1) month prior to event load in. Failure to make this payment will result in the loss of event space and forfeiture of any deposit. Additional charges must be paid before the event moves out of the building. Any additional charge(s) not paid will be deducted from ticket revenue and/or billed to the user.

CANCELLATION

Event cancellation less than **two weeks** prior to move in date will result in forfeiture of any deposit.

VALUABLES

It is strongly recommended that no valuables of any kind be left unattended in the dressing rooms or backstage hallway. Valuables should be left at home, in your car or placed in the care of the user's designee. The University of Southern Mississippi and the MPAC assume no liability for lost or stolen items.

MAKEUP

All makeup application is restricted to the dressing room areas. Makeup or other damage to any part of the MPAC will be charged to the user.

STAGE ACCESS

For safety reasons, under no circumstances are audience members allowed access past the proscenium post-performance. Patrons wishing to meet the performers should be directed to the lobby.

SETS AND PROPS

The MPAC does not have facilities for scenery construction. Ready-made scenery can be assembled on the stage but construction work which generates sawdust is not permitted in the theatre due to fire hazards and excessive cleaning costs. Time required for assembling scenery and other setup is charged at the same hourly rates as other occupancy.

FLY SYSTEM

Operation of the fly system, lighting bars, light fixtures, lamps or orchestra pit lift by anyone other than MPAC-approved operators is strictly prohibited. These are highly dangerous mechanisms requiring professional operation. **NO ACCESS TO FLY SYSTEM WILL BE GRANTED WITHOUT CONTRACTING AN APPROVED VENDOR.**

PROHIBITED ITEMS AND ACTIVITIES

Items that are damaging to specific parts of the building are as follows: gum (prohibited in the facility), confetti (prohibited), glitter (which damages the carpeting and upholstery), feathers (which get into the ventilation system), balloons (which can become trapped in the auditorium or stage ceiling), fresh flower petals (can stain carpet and surfaces), unapproved tape (damages finishes), and pyrotechnics or any open flame (fire hazard).

In addition, we have a number of restricted activities. For example, no screwing, drilling, or other modifications may be performed on ANY part of the MPAC at any time. If you need to use tape to hang signs, mark locations on the stage floor, etc., please consult the Auditorium Manager prior to placing the tape on a theater surface. Some tapes will damage certain surfaces.

Painting of any type (especially spray paint) is prohibited within the building or on the adjacent sidewalks. All scenery, props, flies, costumes, etc. should be ready for use upon arrival. If you have special needs in this regard, please see the Auditorium Manager.

No scenery or drops made of paper or other easily flammable materials will be allowed for use on the fly system. Theatrical grade drops, metal and wooden scenery, and other conventional theater fixtures are permitted.

DAMAGES

The user is responsible for any and all damage to the facility, from load-in to load-out. This includes damages incurred by event participants, patrons, and third-party vendors such as production services and equipment movers (including university moving services). Damage to the facility may result in forfeiture of your deposit, a \$250 minimum fine, and loss of future facility use. Any concerns regarding the condition of the facility may be addressed with the Auditorium Manager prior to load-in.

ACCESSIBILITY

The user must accommodate all wheelchair requirements in designated wheelchair locations without exceeding the maximum auditorium seating capacity. Portable chairs, camera tripods, wheelchair, strollers, etc. may not be placed in any aisle or doorway under any circumstances. Note that seating capacity may be reduced by technical and production requirements for events. Be sure to discuss your needs with the Auditorium Manager well in advance.

Fire lanes, exits, aisles, breaker panels, and storage doors must remain clear at all times.

EVENT TIMES

All events at the MPAC reflect on the theatre's reputation and affect future attendance. The University of Southern Mississippi respects its audiences by presenting programs of high quality which begin at the advertised time, and The University of Southern Mississippi asks the user to support that policy. Starting times should not be delayed due to late patron arrivals or late performer rehearsals

TICKETED EVENTS

IN ALMOST ALL SITUATIONS, ALL EVENTS CHARGING ADMISSION MUST USE THE SOUTHERN MISS TICKETING SYSTEM. A \$1 per ticket preservation fee will be assessed on each ticket distributed – paid and complimentary ticket. The Southern Miss Ticket Office system allows patrons to purchase tickets online, by phone, and in person at the Pat Ferlise Center on Fourth Street. ABSOLUTELY NO tickets may be sold until the user has signed and returned his/her service agreement, paid required fees, and submitted a copy of necessary talent contracts (where applicable). Please contact the Auditorium Supervisor as soon as possible to coordinate ticketing for your event.



MPAC FREQUENTLY ASKED QUESTIONS

What is included in my rental price?

Your rental price includes (1) continuous block of time as well as BASIC sound and lighting (see below). The use of a very limited existing lobby and backstage furniture (including tables and a lectern); music stands (40); sound shells (5); tables (6 folding, no tablecloths); and chairs (50) must be coordinated through Auditorium Manager

Piano usage

Piano usage and tuning should be coordinated with the Auditorium Manager. Any moving of the piano must be supervised by facility staff.

What does "basic sound and lighting" mean?

"Basic" lighting means that a MPAC staff member will turn on the auditorium lights and stage lights for you at the beginning of your event and turn them off at the end of your event. The stage lighting is commonly called the "stock plot." No changes in the stock plot during the rental period will be available. "Basic" sound means that we will connect your CD or MP3 player to our sound system for you to turn on and off as you desire during your event. In addition, we will set up one (1) wireless microphone for your event upon request and conduct a sound check prior to the event.

What if I need more than (1) wireless microphone and a sound player in the MPAC?

Additional microphones are available on a rental basis.

What if I need someone to run my computer or other sound equipment, do lighting effects, open and close the curtain, fly scenery in and out, or do other backstage jobs in the MPAC?

The sound sources can be run by anyone the client desires. However, if sound levels must be changed at the sound board by the facility staff, or if you have equipment that must be tied into our sound system, only authorized Audio-Visual specialists can be used. If you have theatrical drops to be hung or anything that requires the use of our fly system, it is crucial that you pre-arrange this with the Auditorium Manager (601.266.4550) so that they may assist you in arranging for this technical service. The Fly System has potential danger in its use and is rented separately from the basic theater rental and requires the use of Authorized Operators. These specialized theatrical services are a cost in addition to your rental and can be arranged with one of our authorized vendors. (For more info call 601.266.4550)

Where can I park at the MPAC?

Multiple lots for parking surround the MPAC. Parking between 8 a.m. and 5p.m. Monday-Friday requires a dated parking pass from the information booth at the front of campus. On weekends, and after 4 p.m. during the week, a parking pass is not required, and parking is based on availability. The University, College or MPAC takes no responsibility or liability for any parking citations issued to clients or attendees.

I want to offer concessions at my event.

All food and beverage needs are arranged through Aramark. No outside food and beverage is permitted on the premises at any time.

What do I do about ushers?

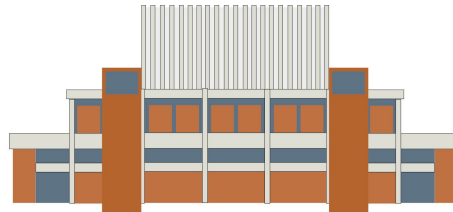
For all public events, the user is responsible for the securing of a minimum of 4 ushers per show who must arrive and meet with our head of house no later than 30 minutes prior to the opening of the auditorium – which is one hour prior to opening of the house.

When does the building open for a show?

The main doors of the MPAC will not open until one hour prior to the event. Unless otherwise pre-arranged with the Auditorium Manager, the house will not open until 30 minutes prior to the event. All performers and staff should use backstage entrances as non-ticketed patrons will not be allowed into the auditorium.

What do I need to clean up when I'm finished?

Presenter agrees to return facility to the same or better condition when complete. The hall is assessed prior to and following every event. Excessive garbage, stains or damage will be repaired or replaced and charged to the presenter. All garbage should be in receptacles. Any item placed in refuse area on loading dock should be bagged or broken down. Extra programs anywhere in the hall should be removed or placed in garbage cans.



RAYMOND MANNONI
PERFORMING
ARTS CENTER

INFORMATION FOR YOUR GUESTS

Tickets

All ticketed events are handled by the Southern Miss Ticket Office (601.266.5418 or 800.844.8425 or www.southernmisstickets.com).

Box Office

For ticketed events, the box office opens one hour prior to the start time of performance. Please be aware that many performances sell out in advance. We recommend purchasing tickets ahead of time from the Southern Miss Ticket Office (601.266.5418 or 800.844.8425 or www.southernmisstickets.com).

Children

All children over the age of two are required to have tickets and separate seats for ticketed events. Exceptions for children two years and younger will be made, provided they sit on an adult's lap.

As a courtesy to performers and audience members use discretion regarding your child's ability to sit quietly.

If you have any questions about a production's suitability for younger members of your family, please call the presenters or the Southern Miss Ticket Office (601.266.5418 or 800.844.8425 or www.southernmisstickets.com).

ADA Compliant Seating

Accessible seating is available in all auditoriums. Please see an usher or facility personnel for assistance. Please note that the MPAC does not have escalator or elevator to the balcony.

Directions

From the North (Jackson)

Take Highway 49 south to Hardy Street. Turn right. Take a right on to the Southern Miss campus (East Memorial) at the first light. Take a left at the welcome station (Southern Miss Drive) and continue past two stop signs. The MPAC is on the left.

From the South (New Orleans)

Take Interstate 59 to Hardy Street (Exit 65A). Turn right. Continue on Hardy Street to the front of campus, taking a left on to the Southern Miss campus. Take a left at the welcome station (Southern Miss Drive) and continue past two stop signs. The MPAC is on the left.

From the East (Mobile)

Follow Highway 98 to Highway 49 North. Continue North to Hardy Street. Turn left. Take a right on to the Southern Miss campus (East Memorial) at the first light. Take a left at the welcome station (Southern Miss Drive) and continue past two stop signs. The MPAC is on the left.

From the West (Columbia and McComb)

Take 98 East to Hardy Street. Continue on Hardy Street to the front of campus, taking a left on to the Southern Miss campus. Take a left at the welcome station (Southern Miss Drive) and continue past two stop signs. The MPAC is on the left.