

DOUDNA FINE ARTS CENTER

- Scheduling and Use Policies -
217/581-8500

Scheduling Policy

1. Public Functions Coordinator for the College of Arts and Humanities is the person to contact to schedule an event in any of the performance venues located within the Doudna Fine Arts Center. The Venues are listed below
 - a. The Theatre
 - b. Dvorak Concert Hall
 - c. Black Box
 - d. Recital hall
2. For the Black Box and the Recital Hall the respective departments have first right of refusal for any requests made for those spaces throughout the year. If a department wants to add an event into those spaces they must first check to see if the space is free and then notify Public Functions Coordinator for the College of Arts and Humanities so that the event can be added to the master calendar.
 - a. The Central Doudna Performance Staff is not responsible for the events in these spaces that are not Marquee or Central Staff scheduled. This means that the events that are added to these venues calendars by the departments must be handled internally by the department.
3. For the Theatre and the Dvorak Concert Hall all major departmental events will be scheduled during the scheduling meeting that takes place prior to the School year. After that performance and rehearsal schedules have been set these venues can only be scheduled through Central Doudna Performance Office. Also, Central Doudna Performance Office can refuse any request made throughout the year.
 - a. This includes departmental requests for the two venues. To request the use of the venue the individual or department seeking use must fill out a request for Use of Facilities Form (these can be picked up through Dennis Malak the Public Functions Coordinator for the College of Arts and Humanities).
4. Support facilities for the different venues will be the primary responsibility of the department that they are assigned. For use of support facilities for events scheduled through the Central Doudna Performance Office the departments will be given right of refusal on a case by case basis. Support Facilities are but not limited to the following:
 - a. Theatre Scene Shop
 - b. Theatre Costume Shop
 - c. Music Green Room
 - d. Music Choral Jazz Rehearsal Hall
 - e. All booth Areas Associated with the Venues
5. The Lecture Hall will be scheduled primarily through the College of Arts and Humanities Office. After all class and other events are scheduled the room will be opened up to additional scheduling by once again filling out a Use of Facilities form. The Central Doudna Performance Office has the first right of refusal for this venue.
 - a. If a request for the Lecture Hall is granted then the individual who made the request must sign out a Lecture Hall key from the Public Functions Coordinator for the College of Arts and Humanities office.
 - i. The key can only be signed out to Faculty or staff of the university.
6. All classrooms are left to the individual departments to handle. The Central Doudna Performance Office has no part in the events that the departments schedule within their classrooms
7. For any request for a performance in any of the performance venues where tickets are to be sold the requestor is required to use and pay for the patron services of the Doudna Fine Arts Center
 - a. Exemption from charges will be on a case by case basis
8. For any request for a performance where lights, sound or other services are needed the requestor is required to use and pay for Doudna Fine Arts Center performance support services.
 - a. Exemption from charges will be on a case by case basis.

Food Policy

1. No dinners can be served in the Doudna Fine Arts Center. If you are wanting a meal to be associated with your event you must find an alternative location
2. If the requestor wants a reception in the Doudna Fine Arts Center you must be having an event in one of the performance venues or Lecture Hall.
 - a. The reception must be coordinated with the Public Functions Coordinator for the College of Arts and Humanities.
 - b. The requesting individual or group will be limited in size and scope of the reception by the Health and safety codes and regulations.
 - c. In order to serve food within the Doudna Fine Arts Center the caterer that the Individual or group secures to do the event must be licensed by the Coles County Health Department, and proof of that license must be provided to the Public Functions Coordinator for the College of Arts and Humanities prior to the day of the event.
3. Liquor Policy
 - a. For any event reception in which the requestor wishes to provide liquor only the Martin Luther King Jr. University Union (MLK Union) can be used. Acquiring the liquor through MLK Union is the sole responsibility of the Requestor.
 - b. The Central Doudna Performance Office has no say in the policies surrounding the liquor policies put in place by the MLK union.
4. Fees will be charged to the requestor for set up, supervision, tear down of reception equipment and other associated costs.

Central Doudna Performance Office Personnel

The following is a listing of the personnel located with in the Central Doudna Performance Office and the areas which they oversee.

Dwight Vaught - Assistant Dean of Programming for the College of Arts & Humanities

- This Person oversees all programs and activities that take place in the Performance Venues and Lecture Hall of the Doudna Fine Arts Center

Dennis Malak - Public Functions Coordinator for the College of Arts and Humanities

- This person oversees the calendar for all performance venues and the Lecture Hall, scheduling, setup, tear down, costs, equipment and event coordination for all non-departmental activities located within the Doudna Fine Arts Center and the Tarble Arts Center.

J. Sain – Head of Patron Services for the Doudna Fine Arts Center

- This person oversees the Doudna Fine Arts Center Box Office, front of house staff for all ticketed and/or charged events, and concourse poster display for all events.

Dan Crews – Specialty and Contracted Events Manager

- This person handles arrangements for specialty and contracted groups that perform in the Doudna Fine Arts Center, and assists other areas of operation as needed.

For information on how to, or to request a performance venue or the Lecture Hall please contact Dennis Malak the Public Functions Coordinator for the College of Arts and Humanities at dfmalak2@eiu.edu or 581-8500.