

University of North Carolina at Chapel Hill organizations have first priority for the use of venues managed by Carolina Performing Arts and receive other benefits detailed below. In addition to the policies explained here, venue users must also adhere to the University's Policy on Use of University Facilities for Noncommercial and Commercial Purposes (<http://policies.unc.edu/policies/fac-use/>) and all other relevant University policies and laws.

Please see below for a description of the requirements, terms and benefits for different types of users.

Officially-Recognized University of North Carolina at Chapel Hill Student Organizations:

For an event to be considered sponsored by a student organization, **all** of the following **must** be true:

- An authorized, active member of an officially-recognized University of North Carolina at Chapel Hill student organization in good standing ("User") must make the initial request to use the venue(s) with Carolina Performing Arts' Events Manager.
- The User must not have any overdue invoices with Carolina Performing Arts or the Carolina Union.
- The User must be listed as the "Sponsoring Organization" on Page One of the *University Facility Use Agreement (Agreement)* (available from the Events Manager).
- An authorized, current officer of the User must complete and sign the *Agreement*.
- User agrees to assume liability for the event as further explained in the *Agreement*.
- User agrees to fully abide by the University's *Policy on Use of University Facilities for Noncommercial and Commercial Purposes*, including not charging admission to any performance unless students are the primary performers and not holding raffles.
- User agrees no alcoholic beverages will be advertised, served, consumed and/or sold during or in relation to the event.
- At least one student representative of the User must attend any pre-event planning meeting(s) with Carolina Performing Arts staff.
- User agrees to be publicly named as the event's primary sponsor on the Carolina Performing Arts website, on any tickets printed and elsewhere.
- User agrees all payments due to Carolina Performing Arts will be received directly from User via a bank account held in User's name.
- User agrees any payment due from Carolina Performing Arts will be issued directly to User and to no other person or entity.

Benefits for events sponsored by student organizations:

- User receives priority booking for events that occur during the school year.
- User receives the lowest rates available.
- Commission on gross ticket sales is waived.
- Security deposit requirement is waived.
- User is not required to carry liability insurance.

University of North Carolina at Chapel Hill Departments:

For an event to be considered sponsored by a University Department, **all** of the following **must** be true:

- A current, authorized employee of a University of North Carolina at Chapel Hill Department ("User") or a current, authorized University of North Carolina at Chapel Hill student affiliated with the User must make the initial request to use the venue(s) with Carolina Performing Arts' Events Manager.
- The User must not have any overdue invoices with Carolina Performing Arts or the Carolina Union.
- The User must be listed as the "Sponsoring Organization" on Page One of the *University Facility Use Agreement (Agreement)* (available from the Events Manager).
- The current head of the User and/or the User's business officer must sign the *Agreement*.
- User agrees to assume liability for the event as further explained in the *Agreement*.
- At least one current, authorized employee of the User and/or a current, authorized University of North Carolina at Chapel Hill student affiliated with the User must attend any pre-event planning meeting(s) with Carolina Performing Arts staff.
- User agrees to be publicly named as the event's primary sponsor on the Carolina Performing Arts website, on any tickets printed and elsewhere.

- User agrees all payments due to Carolina Performing Arts will be received directly from User via University account adjustment and/or via a bank account held in User's name.
- User agrees any payment due from Carolina Performing Arts will be issued directly to User via University account adjustment and to no other person or entity.

Benefits for events sponsored by University of North Carolina at Chapel Hill Departments:

- User receives priority booking for events that occur during the school year.
- User receives discounted rates that are lower than non-University rates.
- Security deposit requirement is waived.
- User is not required to carry liability insurance.

501(c)3 Non-Profit Organizations:

For an event to be considered sponsored by a 501(c)3 non-profit organization, **all** of the following **must** be true:

- **The event must be booked on a date that falls outside the school year (such as summer break). All non-University events are subject to review by the University Counsel's Office and Carolina Performing Arts Production Staff to verify they are "compatible with or supplementary to the educational purposes of the University" and technically feasible. No non-University events will be considered confirmed until this review has been completed. No advertising of the event may take place nor may any tickets be sold and/or distributed until after the event has been confirmed.**
- A current, authorized employee of a 501(c)3 non-profit organization ("User") must make the initial request to use the venue(s) with Carolina Performing Arts' Events Manager.
- The User must not have any overdue invoices with Carolina Performing Arts or the Carolina Union.
- The User must be listed as the "Sponsoring Organization" on Page One of the *Non-University Facility Use Agreement (Agreement)* (available from the Events Manager).
- Upon request, the User must provide the Events Manager with written proof of current 501(c)3 status.
- A current, authorized employee of the User must sign the *Agreement*.
- User agrees to assume liability for the event and to maintain adequate liability insurance coverage as further explained in the *Agreement*. The event will not be considered confirmed until proof of adequate liability insurance is received.
- At least one current, authorized employee of the User must attend any pre-event planning meeting(s) with Carolina Performing Arts staff.
- User agrees to be publicly named as the event's primary sponsor on the Carolina Performing Arts website, on any tickets printed and elsewhere.
- User agrees all payments due to Carolina Performing Arts will be received directly from User.
- Any profit generated by the event must be for the sole benefit of the User and for no other person or entity.
- User agrees any payment due from Carolina Performing Arts will be issued directly to User via University check and to no other person or entity.

Benefits for events sponsored by 501(c)3 Non-Profit Organizations:

- User receives discounted rates that are lower than the standard rates for other non-University users.

All Other Users:

Other non-University organizations may rent venues from Carolina Performing Arts, but the following terms will apply:

- **The event must be booked on a date that falls outside the school year (such as summer break). All non-University events are subject to review by the University Counsel's Office and Carolina Performing Arts Production Staff to verify that they are "compatible with or supplementary to the educational purposes of the University" and technically feasible. No non-University events will be considered confirmed until this review has been completed. No advertising of the event may take place nor may any tickets be sold and/or distributed until after the event has been confirmed.**
- The User must not have any overdue invoices with Carolina Performing Arts or the Carolina Union.
- User agrees to assume liability for the event and to maintain adequate liability insurance coverage as further explained in the *Agreement*. The event will not be considered confirmed until proof of adequate liability insurance is received.