



**UMass Amherst Department of Music & Dance Department**  
**Use of Space**

Adherence to the following guidelines will be expected; failure to comply with these guidelines may cause for refusal of future use of any and all Departmental spaces.

**Bezanson Recital Hall**

- a. A room/space request must be submitted prior to event, and a written approval (via email) must be received from the Facilities Coordinator, Ryan Dominik, as confirmation of reservation.
- b. All items must be returned to their places within the hall (podium, pianos, stands, chairs, etc.)
- c. No food or beverages are permitted (only bottled water for performers—no open containers).
- d. No alcohol is allowed.
- e. Nothing is to be placed on the pianos.
- f. All trash (water bottles, papers, pens) must be removed.
- g. All lights must be turned off.
- h. All doors must be securely locked.
- i. No one else (all considered unauthorized users) may be admitted to the hall prior to, during, or after the scheduled and approved time.

**2. Falcetti (Bezanson Recital Hall) Lobby**

- a. A room/space request must be submitted prior to event, and a written approval (via email) must be received from the Facilities Coordinator, Ryan Dominik, as confirmation of reservation.
- b. If a reception is being held after an event, this must be stated in the request. No receptions are to be held in the lobby or any other space **without** prior approval.
- c. No alcohol is allowed.
- d. All trash is to be removed from the lobby and disposed of properly. No food, dirty dishes, empty boxes, or other items are to be left behind.
- e. No lobby requests will be granted for a time when an event is taking place in the hall.

**3. Room 149 Common Area/Room 36/Room 44**

- a. A room/space request must be submitted prior to event, and a written approval (via email) must be received from the Facilities Coordinator, Ryan Dominik, as confirmation of reservation.
- b. If food or beverages are brought in, all remains must be removed and disposed of properly.
- c. The area must be returned to its original condition.
- d. No food, beverages, trash, empty boxes, dirty dishes, etc. are to be left behind.
- e. No alcohol is allowed.
- f. Do not fill the trash cans to overflowing and leave them.



### Facilities and Cost

<b>Recording Session(s):</b>
Student Engineer \$50/3-hour session
Professional Engineer \$150/3-hour session
<b>Use of Bezanson Recital Hall/Other Spaces</b>
One Performance/One Rehearsal Same Day \$150
Additional Rehearsal \$100
Stage (per day) \$100
Stage Manager \$15/hour
Piano(s) Tuning(s) \$145/each
Custodial Services \$50 - \$125
Hall Maintenance Fee \$150
Instrument Room Monitor \$15/hour
<b>ESTIMATE TOTAL:</b>

**Payments:** Half of estimated costs (deposit) due upon signing of this agreement. Balance will be invoiced after event and payment due upon receipt. *Please note additional charges may apply to estimate based on Custodial and/or damages as outlined above.*

**CANCELLATIONS:** Cancellations must be received via email or in writing no later than 48 hours in advance of the event (cancellations due to inclement weather are 24 hours in advance). If cancellation is not received within the 48 hours (24 hours for inclement weather) before the scheduled event all incurred expenses as outlined above is the responsibility of the user/renter.