

Priority order for booking the Atkinson Recital Hall	
NMSU Music Department Ensembles & Faculty Recitals	after February 1
Graduate Recitals	after April 1
Senior/Junior Degree Recitals	after May 1
All other organizations, departments or groups	after May 30

All requests are subject to approval by the Music Department Head and the Recital Hall Manager. Upon approval, a \$100.00 deposit is required to secure the reserved date. The inquirer will be notified as soon as a decision is made and the deposit will need to be submitted within one week of notification. The deposit amount will be deducted from the total charges.

Any scheduling request received less than two weeks prior to the event will be subject to the availability of technical crew. If the appropriate crew is not available, the request will be denied.

Any changes to the Technical Form (or rider) must be made no later than two weeks prior to the event.

Cancellations

Events not canceled at least two weeks prior to scheduled date forfeit the \$100 deposit.

Condition of Facilities

If an inspection of the facilities is desired, appointments should be made in the 24-hour period prior to and following the scheduled event. This appointment must be scheduled no later than one week prior to the event.

Following an event, the stage, backstage area, Green Room, and dressing rooms should be left in a clean and orderly condition. All sponsoring groups are responsible for removing any excess trash produced by the event that will not fit in the regular trash receptacles. Arrangements must be made to remove excess trash and debris. Do not leave any trash or debris outside the building.

Any damage to the Recital Hall facilities or equipment by persons involved with the event/performing group is the responsibility of the event sponsor/organization. The event sponsor/organization will be notified and billed for any damages.

Facility Use

Atkinson Recital Hall

- The Green Room and dressing rooms are included in the use of the Recital Hall
- No food or drinks are to be taken into the Recital Hall
- No destructive materials such as tape, glue, screws, staples, or tacks are allowed on/in any finished surface. Easily removable "painters" tape may be used for brief periods, with permission from the Music Office. Items may be taped to glass surfaces as long as the tape is cleanly removed afterwards.
- The attachment of any set pieces or equipment with screws, nails, etc. to any part of the stage floor or concert shell is strictly prohibited.

- Video and/or audio recording equipment is only allowed in the Recital Hall with special permission from the Recital Hall Manager and/or Department Head.
- Without prior approval, only Atkinson Recital Hall technicians, under the supervision of the Recital Hall Manager, are to be utilized for performances and rehearsals. Any approved technicians from outside the Music Department must work under the supervision of the Recital Hall Manager. Entrance into the control booth or storage areas is only with approval and supervision of the Recital Hall Manager.
- When second floor doors are to be used as entrances to the recital hall, ushers must be provided by the guest group/organization. Otherwise, the second-floor doors are for exit only and will remain locked.
- Scenery, props and other materials/equipment may be left in the Recital Hall only during the date(s) of the reservation. All properties must be removed from the building immediately following the last performance, unless other arrangements have been pre-approved through the Music Office.

The Lobby Area

- It is expected that the Lobby will be used as a gathering place for the attending audience. Ticket sales and printed program distribution in the Lobby is expected for any scheduled event in the Recital Hall.
- Any setup, displays, decorations, or receptions beyond these expected functions (immediately above) must be approved through the Music Office and an additional fee of \$75 per day may be assessed.
- If arrangements are made to place items/decorations in the Lobby, the previous instructions, involving destructive materials (above, under Atkinson Recital Hall), apply in this area as well.
- No food or drinks are to be taken into the Lobby area. Special arrangements can be made through the Music Office for receptions involving food and drink to be held in the Lobby.
- The Lobby furniture must remain in place and not moved unless special arrangements are pre-approved through the Music Office. The display case, office door, and office windows must remain unblocked and visible.
- The Lobby area is not to be used as a rehearsal space. If additional space is needed during the course of an event, other rooms are available and arrangements can be made through the Music Office.

NMSU and the Music Department are not responsible for lost/stolen items or for injuries incurred while using NMSU facilities.

REHEARSAL HALLS AND CLASSROOMS

The Music Center Choral/Band Rehearsal Halls and classrooms may also be reserved on a limited basis. The use of these spaces will include chairs and music stands (on request).

Fees

Room Use / Access Control / Security	\$15 per hour (per room)
In conjunction with a full-day Atkinson Reservation	\$75 per day (per room)

Scheduling

The scheduling procedure for the rehearsal spaces and classrooms will be the same as for Atkinson Recital Hall (above). No deposit will be required when reserving a rehearsal space. If the reservation is cancelled less than 24 hours prior to the scheduled event, the sponsoring organization will be charged for one hour of the Room Use/Access Control/Security fee (\$15).

Technical Support

No technical support will be provided for the rehearsal spaces, unless arrangements are made at the time of the reservation. These spaces must be left in a clean and orderly condition. If any cleanup is necessary after the event, a fee of \$15 will be charged to the sponsoring organization or individual.

CONTACT INFORMATION

Recital Hall Manager	(575) 646-4877
Office Manager	(575) 646-2421
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