

# WALLACE –DUTRA AMPHITHEATER RESERVATIONS POLICY



## **Amphitheater Facility Description**

The Wallace-Dutra Amphitheater is an outdoor multilevel grass venue with 60' x 40' concrete stage at the base of the venue with Little Lake as a backdrop. Paved seating options in front and above the stage provide availability for wheelchair access in the venue. Upper level grass seating makes this venue perfect for outdoor acoustic concerts on the green, poetry readings, movie nights, or open-air dance performances.

Reservations for use of the Wallace-Dutra Amphitheater must be made online through the Office of Student Life (OSL). OSL is responsible for approval of Amphitheater events.

Amphitheater space is available for informal use when not reserved for events. Check the OSL Amphitheater calendar for availability.

## **Reservations**

- **All** Amphitheater reservations must be submitted at <http://studentlife.ucmerced.edu/content/room-reservations> . No email, walk-in or telephone reservations will be accepted.
- Reservations must be received **at least 6 weeks** prior to requested event date, allowing time for pre-event requirements and notifications to be met.
- Reservations requests will be processed within 3 business days of submission. If approved a tentative confirmation will be sent to submitter.
- Final event confirmation is dependent on completion of pre-event requirements. Fees for event staffing, parking, and other campus services may apply to all rentals. Reservations priority will be on a first come first served basis. Reservation requests will be processed within 3 business days during standard University days of operation (does not include weekends, holidays or campus closure periods).
- Event Sponsoring Organization is responsible for the following:
  - Fees associated with amphitheater use (i.e. set up, clean up, recycling, irrigation schedule modification, Facilities Management on-call staffing, and damage repairs).
  - Ordering/coordinating all equipment rentals and Facilities Management requests associated with use of this venue.
  - Costs associated with securing the venue for private events not open to the campus community.
- Reservations may be made up to six months prior to event date.

## **Facility Use Policies and Considerations**

- Amphitheater reservations must be confirmed by OSL and Pre-Event Requirements completed by Event Sponsoring Organization before the space may be used for each event.
- Priority use will be provided to campus affiliates on a first come, first served basis and events should support the University goals of teaching, research, and service.
- Reservations will be taken for events only (not for regularly scheduled rehearsals and meetings).
- Amphitheater may be closed periodically due to inclement weather or maintenance.
- Sound amplification is allowed during pre-approved scheduled events only.
- Proper clothing and footwear must be worn in the venue at all times.
- Amphitheater quiet hours:
  - Sunday – Thursday, 11:00 p.m. – 9:00 a.m.
  - Friday – Saturday, 12:00 a.m. – 9:00 a.m.
- Amphitheater capacity: Space capacity is event layout dependent, but general capacity should not exceed 2000 people.
- Event Cancellation: If an event is canceled, the sponsoring organization is responsible for notification and cancellation of all services and vendors and assumes responsibility for all charges associated with the event.

## **Registered Campus Organizations (RCO's)**

- RCO's requesting Amphitheater use must be recognized by the Office of Student Life and be in good standing.
- Must complete and have approved the following:
  - 1) Online Amphitheater Reservation Form (at least 6 weeks prior to event).
  - 2) OSL Event Notification Form
  - 3) Pre-Event Requirements prior to event.
  - 4) Funding source confirmed to support event and venue costs.
- Reservations priority for RCO's will be on a first come first served basis. Reservation requests will be processed within 3 business days during normal University days of operation (does not include weekends, holidays or campus closure periods).
- Reservations are not valid until confirmation is received by requestor and pre-event requirements are completed.
- Event funding must be secured and confirmed with OSL 4 weeks prior to the event date. Failure to confirm funding may result in Amphitheater reservation cancellation.

## **Campus Departments**

- Campus Departments must complete and have approved the following:
  - 1) Online Amphitheater Reservation Form (at least 6 weeks prior to event).
  - 2) Pre-Event Requirements prior to event.
  - 3) FAU on file for charges associated with Facilities Management and venue costs.
- Reservations priority will be on a first come first served basis. Reservation requests will be processed within 3 business days during standard University days of operation (does not include weekends, holidays or campus closure periods).
- Reservations are not valid until confirmation is received by requestor and pre-event requirements are completed.

## **Non-University Affiliates (NUA)**

- Priority for Amphitheater reservations will be given to student events. During peak student event use periods, NUA requests may not be accommodated.
- NUA Amphitheater venue rental fees are \$500.00 per event.
- Fees for event staffing, parking, and other campus services may apply to all rentals. Reservations priority will be on a first come first served basis. Reservation requests will be processed within 3 business days during standard University days of operation (does not include weekends, holidays or campus closure periods).
- Reservations are not valid until confirmation is received by requestor and pre-event requirements are completed.
- NUA Event Sponsoring Organization must complete the following:
  - 1) Online Amphitheater Reservation Form (at least 6 weeks prior to event).
  - 2) Pre-Event Requirements.
  - 3) Venue walk through with OSL staff at least 4 weeks prior to event.
  - 4) Provide a non-refundable \$250.00 deposit for Amphitheater rental.

## **Pre-Event Requirements**

- Event sponsoring organization must meet and review event plans and logistics with designated OSL staff.
- Pre-event venue walk-through.
- Completion of Pre-Event Checklist review.
- Identify name and contact information for primary event logistics coordinator.
- Identify name and contact information for event-day on-site coordinator.

## **Pre-Event Checklist**

- Power access instructions
- Little Lake aerator shutoff needs (Facilities Management contact)
- Lighting requirements (daytime versus evening events)
- Walkways (payload and minimizing obstruction)
- Safety (pathways, sprinkler heads, sloped seating, drop offs, lake access, etc.)
- Security – need for police/CSOs.
- Disability seating requirements
- Use of trucks and carts
- Traffic flow (venue entry and line up (sidewalk line up only- avoid bus path).
- Campus contacts for day of event if assistance needed (Facilities, Parking, OSL, Dining, UCM Police Department, etc.)
- Venue capacity requirements (set-up dependent)
- Protection of venue (no chalking, care for grass, stage, etc.)
- Loading and unloading locations
- Vendor set-up locations and logistics
- Bus re-routing information (TAPS contact)
- Facilities Management requests (FM contact)
- IT needs and options – Wi-Fi (IT contact)
- Police / CSO request (UCMPD contact)
- Catering options (Dining contact – First right of refusal)
- Garbage and recycling plan (FM contact – Custodial contact)
- Restroom facilities plan (Facilities/Housing/Dining/Library contact)
- Advertising/marketing (campus and/or community – open v. closed event)
- Alcohol permits and parameters
- Review of prohibited items list
- Quiet hours
- Amplification guidelines (set up, equipment testing, and event)
- Notification of neighbors (large scale amplified events)
- Review of space diagrams
- Post event venue walk through suggestion for sponsoring organization
- Sign off on Pre-Event Checklist by both OSL and sponsoring organization representative.
- Provide sponsoring group instruction sheet with contacts, venue requirements, and day of event instructions.

## **Prohibited Items**

Wallace-Dutra Amphitheater prohibited items include illegal substances, alcoholic beverages (unless a UC Merced alcohol permit is approved prior to event and a signed copy is available on site), weapons or firearms, laser pointers, and pets. UCM is a smoke/tobacco free environment. Possession or use of these items may result in loss of facility use and/or being asked to leave the venue.

## **Amphitheater Resource List**

Campus Contact Information:

- Office of Student Life: [Studentlife@ucmerced.edu](mailto:Studentlife@ucmerced.edu); 209-228-5433
- Facilities Management: [Fmhelp@ucmerced.edu](mailto:Fmhelp@ucmerced.edu); 209-228-2986
- Recreation and Athletics: [Recreation@ucmerced.edu](mailto:Recreation@ucmerced.edu); 209-228-7732
- Housing and Residence Life: [Housing@ucmerced.edu](mailto:Housing@ucmerced.edu); 209-228-7640
- Lakeside Catering: [Dining@ucmerced.edu](mailto:Dining@ucmerced.edu); 209-228-2287
- Department of Public Safety- UCMPD: [Police@ucmerced.edu](mailto:Police@ucmerced.edu); 209-228-2677
- Information Technology: [helpdesk@ucmerced.edu](mailto:helpdesk@ucmerced.edu); 209-228-4357
- Transportation and Parking Services: [TAPS@ucmerced.edu](mailto:TAPS@ucmerced.edu); 209-228-8277
- Associated Students: [ASUCM@ucmerced.edu](mailto:ASUCM@ucmerced.edu)
- Kolligian Library: [libadmin@ucmerced.edu](mailto:libadmin@ucmerced.edu)

## **Event Support Supplies and Services**

- Lighting vendor (exterior safety lights, specialty lighting, etc.)
- Sound equipment vendor (mics, movie screens, speakers, soundboards, etc.)
- UCM approved off-campus catering vendors
- Port o let vendors
- Facilities (tables, chairs, podiums, stages, custodial, trash, recycling, etc.)
- TAPS (parking passes, bus parking, Cat-tracks re-routing)
- Recreation (tables, chairs, stages, restroom access)
- Dining (catering options)
- Library/Housing/ Dining (restroom access)
- OSL (venue questions, RCO event support/approval)

## **Potential additional Amphitheater charges:**

- Repair to damage of grass, pavement, sprinklers or lights
- Power washing of cement
- Excessive trash cleanup and removal

For questions regarding Amphitheater use, contact the Office of Student Life at 209-228-5433.