

# Facility Use Rates and Policy

## 2023-2024



	PCM Auditorium	Barrett Recital Hall
Event rate	\$250 per hour	\$380 per hour
Recording/rehearsal rate <sup>1</sup>	\$90 per hour	\$150 per hour
Max. seating capacity	140	110

### Rates include:

- ❖ Use of green room and lobby
- ❖ Use of chairs, tables, and music stands
- ❖ A PCM stage manager on site during the event

### Additional Requirements

- ❖ Proof of 501(c)(3) nonprofit status
- ❖ Security deposit, 50% of Grand Total
- ❖ Signed Facility Use Agreement
- ❖ Certificate of Liability Insurance

### Additional Items and Services

Rehearsal studios	\$25-\$35 per hour
Stagehand	\$30 per hour
Usher	\$25 per hour
Piano usage fee	\$100 per instrument
Piano tuning fee	\$200 per instrument, \$250 on Sundays
Projector and screen*	\$250 per event
Library for reception*	\$90 per hour
Courtyard*	\$65 per hour
Full kitchen	\$90 per hour
Table linen <sup>2</sup>	\$30 per linen
Security overtime fee <sup>3</sup>	\$50 per hour past 9 p.m.

A list of recommended audio, lighting, and recording engineers is available upon request.

### Contact

Meriah Moffat, Event Manager | 626-683-3355 ext. 108 | [mmoffat@pasadenaconservatory.org](mailto:mmoffat@pasadenaconservatory.org)  
Office Hours: 9 a.m. to 6 p.m., Monday through Friday | 9 a.m. to 1 p.m., Saturday

<sup>1</sup> Recording/rehearsal rate does not apply for use periods that share the same date as a performance event.

<sup>2</sup> Limited supply. Table linen must be booked at least two weeks in advance.

<sup>3</sup> Security overtime fees are prorated to each half hour.

\* Only available if using Barrett Recital Hall.

## Facility Use Policies for Renting Organizations

The following policies apply to any organization renting Pasadena Conservatory of Music ("PCM") facilities for the purposes of holding an event. Additional policy statements shall be included in the finalized Facility Use Agreement between the organization and PCM.

All events are subject to approval by the PCM administration. PCM facilities will be available to outside non-profit organizations for rental purposes only if appropriate PCM staff are available, and if the event does not conflict with PCM programs and events. PCM reserves the right to refuse to rent space to organizations who have rented in the past but have failed to appropriately adhere to the agreement. PCM may also refuse to rent space in cases where the event conflicts with the PCM's identity and interests.

### Booking

Reservations for the following academic year are not accepted until the end of the current year, which typically falls in mid-June. Holds may be placed on a case-by-case basis, at the discretion of the Event Manager, and will require a security deposit. PCM is seldom able to rent out multiple studio spaces simultaneously for larger programs (i.e. camps, competitions, conferences, etc.). First-time renters are required to book a site visit before reserving a date.

### General Liability Insurance

All organizations must provide a Certificate of Insurance (COI) naming PCM as additional insured with the specific title and date of the event, and a General Liability Insurance coverage of \$1,000,000 for each occurrence. All coverages shall include waivers of subrogation against PCM, its trustees, officers, employees, and volunteers. General Liability shall name PCM as an additional insured. If alcohol is to be served, coverage for the serving of alcoholic beverages must be specifically included on the insurance certificate.

### Marketing

PCM cannot assume the role of a primary marketing service for the renting organization. PCM can provide one event listing, without images, on the following webpage: [www.pasadenaconservatory.org/events](http://www.pasadenaconservatory.org/events). Space permitting, PCM may post up to one physical flyer, no larger than 8.5 inches by 11 inches (U.S. Letter), near the front office reception desk. All language must be received no later than six weeks before the event; anything received within said period is not guaranteed release.

### Americans with Disabilities Act

PCM complies with the Americans with Disabilities Act (ADA). Assistive Listening Devices are available in Barrett Recital Hall. All renting organizations must refer to PCM all requests for devices and other accommodations at least 48 hours in advance of the event.

### General Conduct

- ❖ No smoking is permitted on campus.
- ❖ No burning of materials of any kind that would produce smoke is allowed on campus.
- ❖ No food or drink is allowed inside Barrett Hall.
- ❖ No pets are allowed anywhere on campus except for service animals.
- ❖ For safety and hygiene, chairs may not be used as step stools.
- ❖ It is strongly discouraged to wear clothing that may shed glitter inside the performance venues.
- ❖ Please refrain from touching the artwork on display throughout the facilities.
- ❖ Children under the age of 13 must be accompanied by an adult while on campus.