

AMU PRACTICE SPACE & SHOW POLICY

Effective Spring 2025

This policy addresses regulations for booking Practice Spaces & Shows in Alumni Memorial Union Facilities and Humphrey Practice spaces. Practice Spaces and Shows can be booked by university departments and recognized student organizations.

To book your Practice or Show, contact your primary AMU Event Coordinator directly, visit the AMU Event Services Office (AMU 245) in person, or call the office at (414) 288-7202.

PRACTICE SPACE POLICY

- Practice Space defined as:
 - Empty setup, no equipment provided (i.e. chairs, tables, podium, etc.)
 - No Audio-Visual assistance provided (i.e. Portable PA/ speaker, microphones, screen/projector, etc.)
 - Dance, exercise, or movement-based event
- Each organization will be able to reserve a maximum of **6 hours of practice time per week** in AMU facilities in advance
 - Limited to 3 recurring reservations per week, per semester
 - Semester-long, recurring reservations can be submitted:
 - Monday After Spring break for Fall semester
 - Monday After Fall break for Spring semester
 - Any organization can reserve an additional 4 hours of space for the following week beginning Friday at 8:00am
 - Can reserve additional space up to 8 days in advance
 - Week defined as Sunday-Saturday
 - You must book 2 working days in advance (day-of reservation requests will not be accepted)
 - This extra time can be booked by emailing your Primary Event Coordinator
- Spaces that organizations can use for the purpose of a practice:
 - Weasler Auditorium and Varsity Theatre
 - AMU 157, 163, 227
 - Marquette Place Practice Space
 - Humphrey Practice Central, North, South
 - Other spaces on a case-by-case basis
- Practice hours that can be requested following the academic calendar:
 - AMU Monday-Saturday 7:00am – 10:30pm
 - AMU Sunday 9:00am – 10:30pm
 - Humphrey 5:00am – 10:30pm
 - Different hours may apply over break periods
- Be honest about the nature of the booking
 - Cannot front practices for another group
 - Groups from one organization cannot book on behalf of a different organization
 - No reserving space as a “meeting” when it is practice space
 - Building staff and Event Services Staff will routinely check practice spaces
 - Ex: organization booking a “meeting” with an empty setup

- 3 strike policy
 - No-call-no-shows, leaving the space an hour or more early, staying more than 15 minutes over the reservation time, or arriving more than 15 minutes early to your reservation time results in 1 strike against an organization
 - Must cancel the reservation at least 24 hours in advance if unable to attend to avoid “No Show” status
 - If 3 strikes are reached, the ability to use practice space may be taken away for the rest of the semester
 - Groups will be warned by their primary Event Coordinator after each strike
- Reservation Representatives
 - Up to 3 representatives from each organization will be allowed to reserve space per academic year. All members of the organizations must go through these three representatives to book space with the Event Service Office
 - List of the three representatives must be submitted to the Event Services Office prior to booking space
 - Examples include an organization's president, vice president, event coordinator, E-board members, etc.

ADDITIONAL PRACTICE FACILITIES

Please note that additional regulations/policies may be in place for spaces reserved outside the Event Services Office

- Residence Hall Practice Space
 - Visit the link to request [Residence Life Spaces](#)
 - <https://www.marquette.edu/residence-life/room-reservation-spaces.php>
- Wellness + Helfaer Recreation Center (525 N. 16th St.)
 - Visit the link to request through [Campus Recreation](#)
 - <https://campusrec.marquette.edu>
 - Scott Anderegg, scott.anderegg@marquette.edu
- Rec Plex (915 W. Wisconsin Ave.)
 - Contact John Kratzer, john.kratzer@marquette.edu

AMU FACILITIES USAGE

- Prohibited items:
 - Decorations, displays or exhibits that require flame or water. Candles may be used only if the flame is contained in a votive or hurricane.
 - The use of tape, glue or adhesive on the walls, ceilings, windows, door frames, columns or staging for attaching material.
 - The use of nails, screws, tape or glue to suspend materials from the ceiling or light fixtures.
 - Confetti, Rice, Glitter, Silly String and Bird Seed are not permitted to be thrown inside the venues on-site, only Bird Seed may be thrown outside.
 - Helium balloons in the AMU Ballroom, Weasler Auditorium, and Varsity Theater
- Safety Precautions
 - Exit doors must not be fastened or obstructed so that the doors can be opened readily.
 - All aisles leading to exit doors must be kept clear and unobstructed.

SHOW POLICY

- A show is defined as:
 - A major event (i.e. performances, concerts, fashion shows, large presentations, cultural shows, showcases)
 - AMU Audio Visual Technicians are scheduled to assist with lighting, music, microphones, etc.
 - The purpose of the event is to draw a crowd of students, family members, friends, or community members
- Each organization will be able to reserve a maximum of two (2) shows per Academic Year
 - 1) Groups are allowed one (1) Primary Show with AMU Audio Visual Equipment (AVE) per Academic Year**
 - Examples of AVE include microphones, stage uplighting, music, laptop, screen, projector, etc.
 - 2) Groups can book a Secondary Show, only if it does not require AMU Audio Visual Technicians to assist**
 - This means that using AMU's AVE will not be supported
 - You may have a show without renting any AVE from the AMU, or you can hire an outside vendor to produce the show
 - If you hire an outside vendor, the vendor will need to provide all audio-visual equipment (e.g. lights, sound board, speakers, etc.). The vendor cannot use the AMU's house audio-visual equipment. They can plug their personal equipment into our house electricity, but that is all we will allow. AMU staff will simply unlock the space and turn on the light.
- Show requesting, scheduling and approval process:
 - You can visit the AMU Event Services website and click the link to fill out the Qualtrics "Show Request Form" or request the link directly from the AMU Event Services Office
 - **Submit your top 5 preferred Primary Show dates (include a mixture of both Fall and Spring Semester dates)**
 - You can start submitting your preferred Primary Show dates on April 1st for the following Academic Year
 - You have until the end of September to submit your Qualtrics request
 - Your primary Event Coordinator will notify you of your Primary Show date before Fall Break, in mid-October
 - If you do not submit your preferred dates before Show assignments are sent out in mid-October, you are still able to reserve a Primary Show but will not be able to submit your top preferred dates.
 - You are subject to having the AMU Event Services Office choose the date for you based on the AMU Facilities' and AV Technicians' availability
 - You can start booking Secondary Shows for **Fall** 6 months in advance and Secondary Shows for **Spring** the Monday after Fall Break (after Primary Shows are confirmed)
 - Show date assignments will be made based on availability of the booked spaces, AV Technician staff availability and an organization's preferences submitted to the AMU Event Services Office
 - After receiving confirmation of your Primary Show date from your Event Coordinator, you must register your event in [PRESENCE](#) to get approved through the [Office of Student Engagement](#)
- Spaces that organizations can book for Shows:
 - Weasler Auditorium
 - Varsity Theatre
 - AMU Ballrooms
 - Outdoor spaces: West Town Square; Ray and Kay Eckstein Common
 - Union Sports Annex Court
- Hours that Shows can be requested:
 - Must be within AMU operating hours and follow the Academic Calendar
 - No shows booked during Finals Week (Sunday-Saturday)
 - All shows must end by 10:00pm

- Equipment that can be reserved for shows might include:

- Stage lighting
- Up-lighting
- Microphones
- Spotlight
- Music to be played over house speakers
- Smart Room package (laptop, HDMI cord, screen, and projector)

*All Show equipment may be reserved based on availability and compatibility of that equipment in your booked space

- Tech Staff Assistance

- You are allowed to schedule 10 hours with an AMU Audio Visual Technician **per show booking** (not per student organization)
- You can split your 10 hours of tech time between:
 - A Tech Rehearsal, scheduled separate from the Show date
 - The Show date, including a pre-show Tech Rehearsal *and* the run time of the Show
- The timeline of your day-of tech rehearsal will be coordinated between the AMU Event Services Office, AMU Technician(s), and the sponsoring organization
- Tech Rehearsal timeline will be based on the availability of the AMU Technician(s) scheduled to assist with your show
- If you have a pre-show Tech Rehearsal, it must be **consecutive** with the start time of the show.
 - For example: Tech Rehearsal from 12-4pm, break from 4-4:30pm, doors open at 4:30pm, Show from 5-7pm = 7 hours of Tech staff assistance from 12-7pm
 - Tech time is calculated by the number of hours that Technician is scheduled to work, regardless of whether the group is practicing or not (breaks are included in the Tech Rehearsal time)

- All AVE & set-up information must be submitted and finalized 10 working days prior to the Tech Rehearsal

- If you do not have a Tech Rehearsal, you must submit your finalized information 10 working days prior to the Show
- Send all the information to your primary AMU Event Coordinator. This includes:
 - A complete run-of-show including a detailed list of lighting cues
 - No additions or rearranging the run-of-show/ lighting cues can be made after submitting that information
 - Downloaded music and video files
 - Not acceptable: YouTube, Spotify, Apple Music, or any online subscription-based playlists
 - Event timeline, including your performers' arrival time, rehearsal time, when doors open for guests, and when the show begins/ends

- Submitting your finalized Show details late:

- If you do not send the required files and documents to your AMU Event Coordinator by midnight (12:00am) 10 working days before your event, you will have 24 hours to submit it
 - If you do not submit the information within that 24-hour window, you will be subject to the cancellation of your equipment request