Campus Event Operations and Support

Prochnow Facility Use Guidelines

1. Student Organizations must obtain approval through the True Blue Connects process to reserve rental space.
2. Reserving party must meet the requirements set by the NAU’s Contracting and Insurance Department.
3. Food or beverages other than those provided by Sodexo are not permitted in the Facility.
4. All events open to the campus community and/or public must be ticketed through the NAU Central Ticket Office.
5. Prochnow Auditorium Staff shall have access to all facilities/rooms at any and all times.
6. All properties are to be accounted for and left in the condition they were received. Reserving party’s property is to be removed from the premises immediately after the event unless prior arrangements have been made with the Facility.
7. Prochnow Auditorium is not responsible for personal items, either lost or left in the facilities. Items left in the facilities may incur an additional charge for labor and storage.
8. Candles, incense, or other flammable items may not be burned in any part of the Facility.
9. Prochnow Auditorium reserves the right to impose a cancellation fee if written notice is not submitted at least ten (10) business days prior to the event. Facilities cancelled less than ten (10) days before the event will incur a 50% charge of the room rental and less than two (2) business days prior will be billed in full.
10. Organizations showing a movie in Prochnow will be required to purchase the movie and public performance license through an appropriate licensing vendor as defined by Campus Event Operations and Support.
11. If a movie cancellation is required, two (2) weeks’ notice must be given to the Facility. If less than two (2) weeks’ notice is given, Reserving Party will be responsible for the full cost of the film if it is shown or not.
12. The Facility reserves the right to determine minimum event labor. Reserving Party may request labor in excess of the required minimum, but in no case will the labor be less than the required minimum. Additional labor and/or security will be billed to the Reserving Party.
13. All requested event details and logistics will be provided with the approval of the reservation confirmation and/or Facility Use Agreement contract.
14. Reserving Party shall comply with the laws, rules, and regulations of the United States, the State of Arizona, the City of Flagstaff, Northern Arizona University and the Facility, including the Campus Event Operations and Support Building and Services Guidelines. Any violation shall at the Facility’s sole discretion, result in the cancellation of rental and immediate eviction of Reserving Party.
15. Facility capacity will be strictly enforced per fire life safety. Capacity is dependent on event content and Configuration, and other event guidelines established by NAU.