

# PROCHNOW AUDITORIUM

## BUILDING GUIDELINES

- ☐ **CONTRACTS**

Please read the Facility Rental Agreement thoroughly and approve/confirm by the indicated deadline date. By doing this, you are agreeing to all provisions specified on this sheet. Failure to approve/confirm may lead to reservation cancellation.

Reserving parties must meet the requirements set the NAU's contracting and insurance department. If you do not understand any part of the agreement, please contact the Campus Events at 928-523-7650.
- ☐ **TICKETING / ATTENDEE CHECK IN**

Groups charging admission for entrance to their event are required to use the Central Ticket Office for ticketing at 928-523-5661.

Prochnow does not have a box office, but tables can be set up for ticketing and check in, please advance ahead of time the specific needs of the event.

The lobby of the Auditorium is very low capacity, so arranging these details ahead of time greatly enhances the flow of those in attendance.
- ☐ **RESPONSIBILITY FOR DAMAGES**

Reserving parties are responsible for leaving the room in the same condition as it was found.

Nothing may be glued, nailed, taped, pasted, or affixed to the walls, doors, floors, curtains, seats, or windows. Blue "painters" tape is allowed and available upon request at no charge.

Any damage to the facility, it's grounds or any of its equipment will be charged to the reserving party.
- ☐ **LOBBY AREA**

The entrances for the building direct attendees through the Front Lobby which has 2 restrooms, a merchandising / concession stand, and water fountains at each theater entrance.

Space and power are limited and should be taken into consideration when planning your event. At most 4 folding tables fit in the space.
- ☐ **CAPACITY / ACCESS**

Prochnow Auditorium has 864 seats including 11 ADA Access locations. The seating is at an incline, providing a clear view from almost any point in the theater.

The stage has stair access on one side and an ADA lift on the same side. There is no access to the other side of the stage, so any traffic needing to ascend to and descend from the stage will need to be planned and staffed for.
- ☐ **HANDOUTS / MERCHANDISING**

Selling of merchandise and distribution of literature or printed information is permitted and will need to be discussed in advance.

Charges for extra cleanup or repairs caused by stickers, magnets, liquids, snacks or other items distributed to participants may apply.

## ☐ HOURS OF OPERATION

The Auditorium is only opened on a per-event basis. There is no full-time office presence, box office or regular business hours.

For any appointments, walk-throughs, viewing of the spaces or meetings with Auditorium Staff, please contact us to arrange a meeting in advance and we will be glad to meet with your party at an agreed upon time by calling 928-523-7650.

## ☐ PARKING

Parking permits may be required for on-campus parking during your event. For parking permits and information, please contact the Campus Events Office at 928-523-7350 at least 3 business days in advance.

***NOTE: Permits are not valid in metered and reserved areas.***

## ☐ BASE RENTAL FEE

Base rental fee includes stage, projection, PA with microphones (See Next Page For Details), Tables and Chairs, Lectern and Lighting (No Color / Wash) for the stage.

## ☐ LABOR COSTS

The cost of staffing the building is variable on the amount of staff needed to manage crowds, technical staff and additional concession staff if needed. These costs are not included in the base rental fee.

## ☐ FOOD & BEVERAGE

The concession stand located in the lobby of the Auditorium has a soda dispenser with ice machine and a popcorn machine. These may be requested for certain events at no extra charge. Staffing for the stand is to be Auditorium staff and may incur labor costs.

Only food and beverages provided by NAU Dining Services will be allowed an approved food waiver. Dining Services can be reached at 928-523-4981, building #30.

## ☐ CANCELLATIONS

If you no longer need your reservation, notify the Campus Events Reservations Office immediately or no fewer than 48-hours prior to the scheduled event, at 928-523-4313.

If you fail to do so, **rental and potentially labor fees will still be applicable.**

"No Show" fees may also be assessed. Recurring issues with cancellations may have reservation privileges suspended.

## ☐ SAFETY MANAGEMENT

We reserve the right to cancel an event based on matters of safety, which may impact the event (ie. Inclement weather, power outage, etc.)

The right is also reserved to assist the exiting of disruptive attendees, talent and/or persons affiliated with the rental.

## ☐ ALCOHOL

Alcohol is not allowed in any on campus buildings. If groups are interested in requesting an alcohol waiver, please contact Campus Services and Activities at 928-523-6026, or by email at [unions@nau.edu](mailto:unions@nau.edu).

## ☐ SERVICE ANIMALS

Given the nature of events, it is not recommended to have service animals in the space during use.

Non-service animals are not permitted.

## ☐ WEAPONS

Weapons and simulated weapons may only be allowed if you have received an approved Temporary Weapons Exemption Permit and provided a copy to the CEOS Reservations Office.

## PRODUCTION GUIDELINES

- ☐ **VIDEO PROJECTION**

The Auditorium's Projector is located above the Front Of House location and casts images onto our automatic screen which is the height and width of the entire stage.

It is best to not plan any elaborate lighting requests as the lights and the projection can cancel each other out.

When the screen is deployed it cuts the depth of the stage to one third, so it is recommended any set up on stage take that into consideration.
- ☐ **AUDIO SYSTEM**

The Auditorium's in house PA is capable of hosting presenters / speakers, comedians, and some solo instrumentalists.

Up to four wireless microphones (either lavalier or handheld) as well as a number of wired vocal microphones are available for speakers and panels.

The system is not capable of full production / live band events. Events requiring full production will need to rent supplemental equipment and qualified technical staff.
- ☐ **LIGHTING**

The stage lighting is a full stage no color wash. There are no effects, moving fixtures or color specific lighting.
- ☐ **STAGING**

Lecterns, chairs, tables, microphone stands, and stage decks are available on hand for setting up on stage, please advance any requests for these items.
- ☐ **LOADING IN / OUT**

Reservations should be made with consideration to schedule enough time for setting up and breaking down events.

While there is a loading dock in the back of the building that goes directly to stage, **attended** vehicles can only be in that dock during the actual loading process. No vehicles of any sort can park in that area beyond that duration.
- ☐ **SOUND / NOISE LEVELS**

Adequate DB levels suitable to the nature of the event will be respected by renting parties and their crew, staff, vendors or affiliates.

If sound levels become disruptive, the responsible party will be asked to reduce volume to a suitable level.
- ☐ **FOG / HAZE / SMOKE EFFECTS**

Fog effects will set off fire alarms within the Auditorium. If you intend to use these devices, the fire beams must be disconnected, which need to be advanced no later than one week before event date. This process may incur costs.

Users may not burn any substances at any time. This includes, but is not limited to, candles, incense, cigarettes, drugs, etc.
- ☐ **POWER**

Extra production may require extra electricity. It is imperative to get the information in advance from the vendor providing the production elements in touch with the Building Manager to coordinate these needs. Extra power connection may incur costs.
- ☐ **UPRIGHT PIANO**

There is an available upright piano for the stage, this will need to be advanced.
- ☐ **BACKSTAGE / GREEN ROOMS**

Rooms are available backstage upon request, please inquire about these spaces in advance.



PROCHNOW STAGE

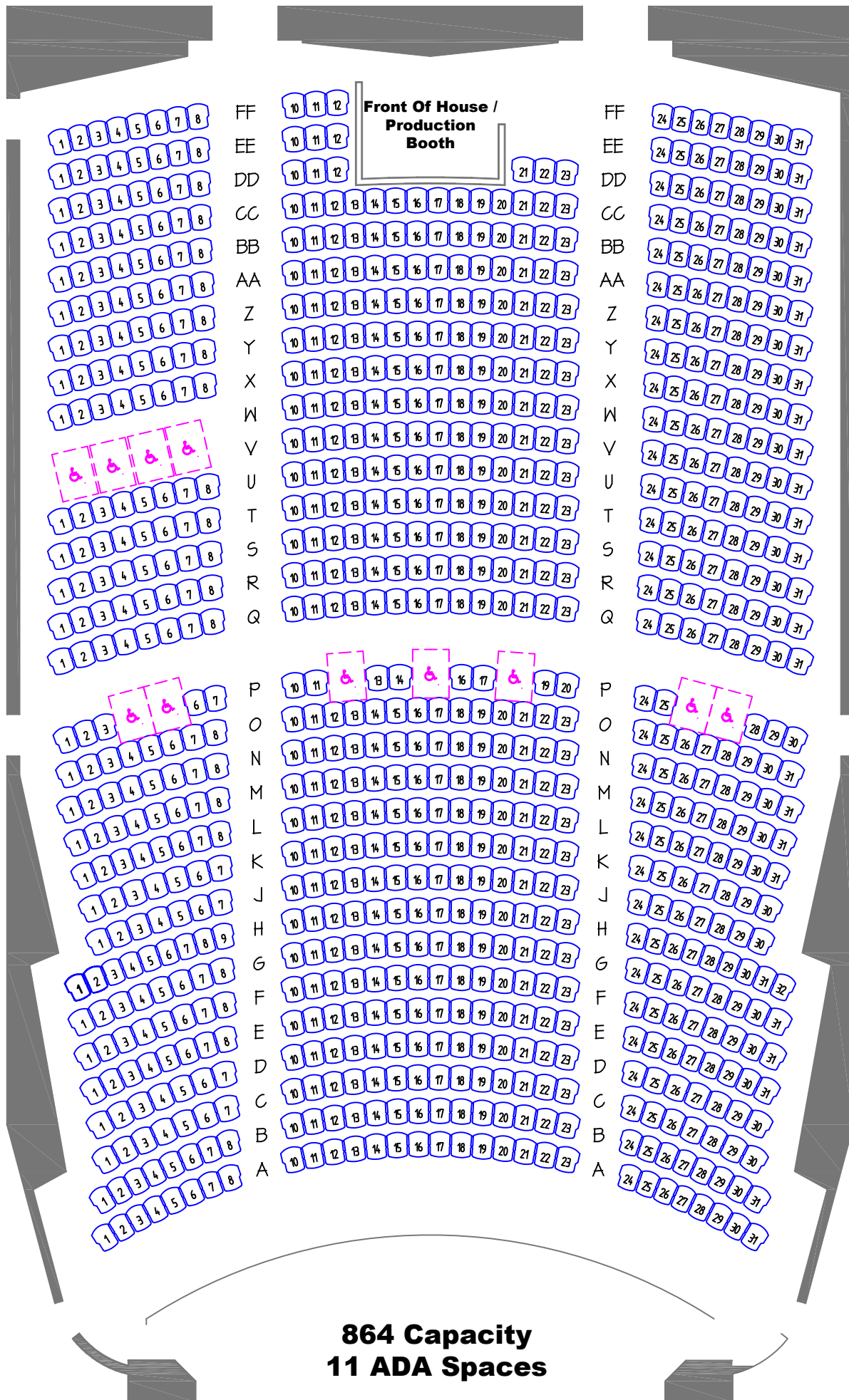
WEST WING  
STAGE LEFT  
8' WIDE  
19' LONG

EAST WING  
STAGE RIGHT  
9' WIDE  
24' LONG

STAIRS

STAGE WIDTH 45'

STAGE DEPTH FROM UPSTAGE CURTAIN TO DOWNSTAGE ARCH 35'



# PROCHNOW AUDITORIUM - SEATING CHART