Whitehead Auditorium: Reservations are contracted through Event Services after business hours: Monday-Friday from 6:30pm until 10:00pm, and Saturday-Sunday from 9:00am until 10:00pm. Whitehead is reserved for and scheduled by the Music Dept. 8:00am until 6:30pm, Monday-Friday, when the University is in session. Other reservation requests for this time must have approval from the Head of the Music Department and the Dean of the College of the Arts. In order for the College of the Arts, the Whitehead Auditorium Staff, and Valdosta State University to help provide you with a successful event, a few guidelines must be met by all concerned to minimize the risk of mishaps or injuries. It is required that you provide at least two ushers for your event in order to help in the case of an emergency and to help enforce the policies set forth below in concern to your attending audience. Ushers should be stationed at their locations at least 15 minutes before the scheduled start time of the event and should be present during the entire event, as well as post event House clean up. It is also required that the adviser of any student group or organization must be present for that group / organization’s event in its entirety unless other arrangements are made through Event Services and The COA administration.

The use of Whitehead Auditorium and stage, unless otherwise stated on contract, entails the following:

1. Only contracted or calendared events will be honored. If you do not have an Events Services contract or if your event is not on the College of the Arts calendar, your event does not exist. This includes rehearsals, performances, and all other events.

2. Only the items listed on an Event Services or a Whitehead use contract will be provided. This includes time (times on contract will be adhered to, no early access or run over times, please), equipment, personnel, etc. You may be required to hire / secure the services of VSU Police depending on the type of event and size of your expected audience; this will be determined by Event Services and COA administration.

3. Auditorium Technical Operators will be present during your event as needed as determined by your technical requirements. Please see the Technician for any questions you may have during your event.

4. If your setup warrants a stage crew for your event, you generally must provide your own. This includes, but is not limited to: tables, chairs, risers, set-ups/strikes, and musical events with more than five people on stage. Whitehead auditorium managers are responsible only for the auditorium, equipment, and supervision - NOT your set-ups and strikes.

5. Whitehead stage MUST be completely cleared after every listing - whether a rehearsal, performance, or other event. You are responsible for notifying your workers of post clean-up duties. Post event clean-up includes picking up trash (includes stage and house seating area), removing posters and signs (please do not tape or otherwise secure items to walls or any other surface in Whitehead Auditorium or in the College of the Arts), putting away tables and chairs (includes stage, house seating area, and lobby), clear stage of any props used, etc. The space may be reserved by another group shortly after your event; therefore, a timely cleanup and departure is required.

6. In case of cancellation or postponements, it is your responsibility to contact Event Services to avoid possible fines or other penalties. NOTE: This time may not be passed to someone else; it must be reassigned through Event Services.

7. Only dance routines where soft shoes are worn will be permitted on Whitehead stage. Tap or Step show routines are not permitted on Whitehead Stage.

8. Any damage to Whitehead Auditorium, the Fine Arts building, or equipment therein will be charged to the department, organization, and/or person(s) on the contract that is sponsoring the event.

9. No alcoholic beverages or tobacco use is allowed within the Fine Arts building. Food and drink are prohibited on the stage and in the Auditorium House (seating area) at all times. The only exception would be water (on stage only) in a re-sealable container.

10. Keep EXIT and all doorways clear of debris, trash, and other obstructions at ALL TIMES. Under no circumstances will doorways be obstructed in any way.

11. The auditorium managers cannot adjust the air conditioning or heating in any way (control is not in-house).

12. Abuse, negligence, and/or disregarding any of these policies may result in refusal of further and/or future use and/or fines. All Board of Regents policies will be enforced.