



University Lutheran Church & Student Center
Facility Use Policies
for
University of Oklahoma's School of Music
Student Degree Recitals
Student/Faculty Chamber Concerts

University Lutheran Church and Students (ULCSC) is pleased to offer the use of their Sanctuary and Fellowship Hall to the University of Oklahoma's School of Music (SoM) as an alternate venue to OU's Catlett Music Center as part of ULCSC's outreach to the University of Oklahoma Community. The ULCSC Council has established guidelines for musicians using our facility.

Scheduling:

- Is dependent on availability with priority given to church events. All requests for scheduling must go through the SoM Hall Manager at OU including the completion of any forms required by OU. The manager will then contact ULCSC's Music Director who will confirm/ deny the scheduling request. Wednesday and Thursday evenings are not available for performances. The church's Parish Administrator is not able to schedule any performances.
- The facilities available for use by musicians are the Sanctuary and, if needed for a following reception, the Fellowship Hall. The choir room may be used as a "green room". The education wing is not available.

Instruments available:

- Instruments available for concert use are:
 - Schimmel grand piano (no fee if student accepts the piano as currently tuned)
 - Boston upright piano (no fee if student accepts the piano as currently tuned)
 - Temple Organ - 2007 (no fee if student accepts the organ as currently tuned)
 - Zuckerman Double Harpsichord (\$115.00 for professional tuning. The harpsichord must be tuned for each performance due to the nature of the instrument. The check should be made out to the tuner—name provided by ULCSC Music Director/Organist who will hire the tuner.)

Cost:

- There will be a deposit of \$100.00 for the use of the facilities. This will be returned to the soloist by a ULCSC staff member after the performance upon inspection of the facilities.
- If used for a reception, there will be a non-refundable fee of \$75.00 for use of the kitchen and Fellowship Hall (excluding use of ovens and stove). Soloists are responsible for bringing their own serving utensils and paper goods.

Access:

- The soloist will meet with either the Music Director of ULCSC prior to the event. At that time, access to the building will be discussed as well as set up needs.

- ULCSC has chairs and music stands available for use; chamber groups will be responsible for their own setup and takedown.
- ULCSC does not have live streaming capabilities.

Decorations:

- No decorations in the Sanctuary are allowed.
- Decorations in the Fellowship Hall will be limited to table decorations.
- Tables and chairs in the Fellowship Hall may be rearranged to fit the needs of the musicians. All furniture so moved must be put back in place at the end of the reception.

Cleanup:

- All chairs and stands must be put away.
- If used, the piano and/or organ must be moved back to their original location.
- If used, the harpsichord will be moved to its original location by ULCSC.
- All programs, music, etc. will be picked up by the soloist/assistant following the event.
- If used the Fellowship Hall will be cleaned as follows:
 - all paper goods (supplied by the soloist) thrown away
 - all food cleared
 - tables wiped clean

Soloist's Name: _____

Phone: _____ **email:** _____

Type of concert (solo degree/chamber, etc) _____

Applied Teacher: _____

Date/Time of concert: _____

Please indicate if concert is open to the public (ULCSC members): _____

ULCSC instruments needed: _____

Signature of Soloist/Leader of Chamber group:

_____ **Date:** _____

Faculty Signature: _____ **Date:** _____

ULCSC Staff Signature _____ **Date:** _____