

Erickson Hall Use for Non-required Events

Erickson Hall - Checklist for Non-required Events

Erickson Hall is available for Non-Required Events on a first request basis. Departmental Events will take president.

To Reserve Erickson:

- For Rehearsal, Class use or Meetings contact: Gabriel Johnston at: facilities@music.ucse.edu
- For a Self-Supported Events contact: Jenn Stauffer at: jstauffer@ucsd.edu
- To obtain a self supported event form contact Jenn.

Below are the Guidelines for use of Erickson Hall

Before the Event:

1. Familiarize yourself with the Health and Safety codes from University Guidelines (<http://adminrecords.ucsd.edu/ppm/index.html>). As the House Manager you will be responsible for enforcing these policies.
2. Erickson Hall room capacities are 144--your audience (with performers included) may not exceed this number.
3. Be aware that for a "self-supported" event the only technical resources you have available to you (or the student performers you are sponsoring) are those in B160 checkout. These items need to be reserved in advance (just as any regular department event) during regular checkout hours.

CONCERT PROCEDURES:

Preparation of the Hall:

The room should be clean and ready for you.

- Please clear all trash (garbage, stray books, bags, coats, miscellaneous items) that may have been left.
- Straighten chairs on the risers (removing extra chairs if necessary)
- Convert from classroom set-up to concert set-up
 - Pull curtain closed
 - Have music stands ready for performers (prior to dress)
 - Make sure all the exits are cleared of furniture, speakers, etc. The main exit is through the hallway shared by B202. In an emergency, patrons may also use the back stairs located behind the shells. It is imperative that both exit paths remain clear and easily accessible.

Post Concert:

- Return room to classroom set-up
- Clear away all garbage (from the audience and reception areas to dumpster in the loading dock area)
- Secure the stereo cabinets and the grand piano
- Lock both front and back doors to B210.

****MAKE SURE ROOMS ARE SECURE WHEN LEAVING THE HALL****