

Date: July 20, 2011

To: Yale University Departments which Use Woolsey Hall

From: Beth Bolen, Operations Manager
Office of New Haven & State Affairs

Subject: Billing Policy for Use of Woolsey Hall Effective July 1, 2011

This memorandum is for distribution to those departments of the University that regularly use Woolsey Hall for concerts, practices and other approved functions. Woolsey Hall in the past absorbed a majority of the cost incurred by users for services provided by other internal service providers. This has resulted in Woolsey Hall operating at a deficit for an extended period. We are instituting a new billing procedure, effective July 1, 2010 for costs associated with the use of Woolsey Hall as follows:

- Yale Departments and Groups that do not charge admission for their events (which include but are not limited to the Philharmonia, Yale Band, the Institute of Sacred Music, & Yale Glee Club) will only receive charges for actual incurred expenses. We are also requiring all users to complete a Reservation Form for each concert, including concerts already on the schedule. This will enable us to have accurate charging instructions prior to and accounting transfers can be made in a timely fashion.
- Yale Departments and Groups who charge admission and those internal Yale University departments sponsoring/hosting external events will have a \$500 user fee to cover administrative costs plus all direct costs affiliated with their event charged to the PTAE0 provided on the required Reservation Form.

Costs include but are not limited to: Stage Manager; University police; custodial; supervision of stage extension installation and choral risers; and all administrative costs as covered by the use fee for the standard four-hour rental of the Hall. Users can share cost for joint programs. Users will continue to be responsible for making those necessary arrangements with internal service providers (such as Media Services, use of piano and/or organ) for additional services needed for their events. The rates schedule for the direct charges is as follows:

Woolsey Hall FY12 ISP Rates Schedule	Effective 7/1/11	
	M-F overtime	
	M-F regular	Sa-Su all
Woolsey Stage Manager	\$ 34,13	\$ 51,20
Yale Police Services (4 hr. min)/Officer	\$ 68,61	\$ 68,61
Custodial	\$ 42,00	\$ 63,00
Physical Plant	\$ 82,00	\$ 123,00

Thank you in advance for your cooperation and we look forward to working with you in fiscal year 2012.

WOOLSEY HALL CHECKLIST

Please complete fill out the following form so that we can better help you plan a successful event. Please note: the reservation for use of Woolsey Hall is not confirmed until payment of the base fee received.

Will you need to rehearse? **Yes** _____ or **No** _____

If yes, please provide us with your rehearsal schedule below.

Will you be contracting any non-Yale affiliated production/sound companies? **Y**__ **N**__

If so, please provide the name and contact person

Please let us know of any special requirements

Audio/Visual:

Stage set-up/chorus risers/table for ticket sales:

As stated in the Rules and Regulations Governing the Use of Woolsey, ushers are required for every event per the Yale University Fire Marshall. Please have an usher or representative from your group stationed in the lobby to direct event attendees and answer questions regarding your event and coordinate with the stage manager to confirm the number of users required. If you will need to hire ushers please contact Chris Melillo at (203) 432-8098.

Please inform the Stage Manager of **ANY** deliveries (e.g. equipment, tables, etc.) to be made to Woolsey Hall in advance of your event. Please include the delivery date and time for such equipment.

Contacts:

Woolsey Hall Scheduling Coordinator
Stage Manager
Custodial Services
Media Services

Kito Covington (203) 436-4840
Kito Covington (203) 464-6700
Mike Stringer (203) 432-0758
Carl Schumacher (203) 432-5842

Woolsey Hall Reservation Form Yale Departments

You will not receive a reservation confirmation unless you return (1) this form, (2) include PTAEO, and (3) provide an authorizing signature from the sponsoring department or college. Please fax this completed form to 436-4843.

Yale Affiliation/Sponsoring Department/Sponsor Name: _____

Name of Event: _____

Date: _____ Time: _____

Rehearsal date/times (if applicable): _____

Set-up time: _____ Approximate end time: _____

Special requirements (use of piano or organ): _____

Use of Organ requests: Please call 432-5183

Use of Piano requests: Please call 432-4142

Media Services: Please call 432-5842

PTAEO (*Required for all Yale-affiliated groups*) _____

As a representative of the group or organization above, I agree to be responsible for the orderly use of the facility assigned and for the conditions governing the use of Woolsey Hall. In addition, I have read and agreed to the official Rules and Regulations governing the use of the Woolsey Hall.

Name _____ Title _____

Phone # _____ Email address: _____

Signature _____ Dates _____