



George C.S. Benson Auditorium Policies/Procedures

- Questions can be directed to benson@pitzer.edu or (909) 607-8315 (x78315).

Reservations

- Reservations for Benson Auditorium may be made through the [Event Management System](#).
- Reservations must be made at least 10 days prior to the event.
- Reservations for overlapping times are moderated on a first-come, first serve basis.
- Time requested for a reservation may be no more than up to 30 minutes before the event itself starts unless additional setup or technical support is needed.
- Time requested for a reservation must include additional time for attendees to exit, use the auditorium and/or atrium as a gathering space, and similar. Attendees in the auditorium or atrium may be asked to leave after the reserved time to allow for Benson staff to set up for coming events.
- Reservations for Benson Auditorium are not final until a representative from Benson confirms via email and all questions regarding event have been answered.
- An event itinerary or outline must be provided, along with a list of needs, to Benson staff no later than 5 days before the event.
- The College reserves the right to request the presence of Campus Security at certain events, any and all fees associated will be charged to the organizers.
- If your A/V needs change after your reservation is final, these changes must be approved by Benson personnel in writing.

Use of the Auditorium

- No tape, paint, sticky substances, etc. that would alter the appearance of the auditorium are to be used anywhere in the auditorium.
- All equipment and props must be approved by the Benson Auditorium staff.
- Use of the Green Room is limited to individuals who are part of the production.
- The Green Room must be left in its original condition. Any items left in the Green Room once the reservation period is over will be recycled or donated to charity.
- Benson Auditorium personnel **only** are permitted to operate the auditorium's A/V and computer systems. **Absolutely no one may operate the console except Benson Auditorium personnel.**
- Burning anything of any kind is not permitted in Benson Auditorium.
- Your organization will be wholly responsible for any damage caused by your group to the auditorium, its equipment, etc. during your organization's use of the auditorium.

Conduct in the Auditorium

- No food or drinks are permitted in Benson Auditorium. Audience members may bring in water **only** in canteens or bottles. Water only may be provided for speakers/performers on stage. Water may **not** be placed on the lectern. Any food or drink brought into the Green Room must be consumed in the Green Room only.
- No chewing gum is permitted in Benson Auditorium.
- The stage and seating area must be left in their original condition. Any items left in the stage and seating area once the reservation period is over will be recycled or donated to charity.
- For the safety and consideration of others, there is no climbing over or placing of feet on the seats.
- Aisles must remain clear. All videotaping, photography, etc must be done from designated areas.
- Benson staff reserve the right to remove anyone in gross violation of the safety rules or engaged in disruptive conduct.