

UNIVERSITY OF CALIFORNIA, IRVINE
Dance Crew Practice Locations 2014

Below are legitimate practice locations for dance crews at UC Irvine. NOTE: As any other venue reservation, a signer must be present throughout the duration of your practice.

Overview of Practice Locations

	Free Venue	Certificate of Insurance required for venue	Venue available after 12 am	Signer must be trained to use this venue
1. Anteater Recreation Center	✓	✓		
2. Bren Events Center		✓	✓	
3. Crawford Hall (Crawford Gym)		✓	✓	
4. Parking Structures	✓	✓		✓

1. Anteater Recreation Center – Activity Rooms

Instructions: <http://www.campusrec.uci.edu/custom/events.asp>

Contact: Kim Anderson, k.anderson@uci.edu

Available Spaces:

- Large Practice (2) (capacity 60-70) (mirrors move)
- Small Practice (2) (capacity 30) (mirrors)

Hours of Operation:

- Monday through Thursday – until 1 am (12:45 am)
- Friday through Sunday – until midnight

Limitations:

- No more than twice per week
- Conflicts exist with scheduled classes
- Spaces distributed evenly amongst organizations
- Off campus participants cannot attend unless they pay a \$5 visitor fee (parents/guardians, partners may be except from seeing a rehearsal/audition, but speak to ARC staff prior to the event)

Cost:

- Free

Insurance:

- Must show certificate of insurance from Mercer Insurance covering your practice and given to venue

Reservation Procedures:

1. Go to ARC website and click on 'Custom Activities' or follow link: <http://www.campusrec.uci.edu/custom/events.asp>
2. Click link to fill out Online Inquiry Form (make sure all requests are submitted at least 2 weeks before start date).
3. Provide as much information as possible.
4. All requests will be sent to Kim Anderson, Event Coordinator at the ARC.
5. A *Facility Reservation Application* will be sent to email provided. Please fill out information.
6. Application must be filled-out, then approved by Student Life & Leadership Office.
7. Return completed form to Kim Anderson by email to k.anderson@uci.edu or drop off at the ARC.
8. Certificate of insurance must be provided.
9. Application for insurance can be found at: <http://www.campusorgs.uci.edu/liability.php>
10. Reservations will be given at discretion and availability of the ARC.

2. Crawford Hall – Crawford Gym

Instructions and Contact: Paul Hope, phope@exchange.uci.edu

Available Spaces:

- Crawford Gym Lower Level (capacity 75) (basketball courts)
- Crawford Gym Balcony (capacity 50-60)
- Crawford Gym Stage (capacity 50-60) (mirrors on side wall)

Hours of Operations:

- Times are flexible when not conflicting with scheduled events

Limitations:

- Conflicts exist with already schedule practices for Athletics
- No air conditioning in building

Cost:

- \$20 per hour for staffing fees (staff present at each location for the duration of the practice)

Insurance (new procedure):

- Must show certificate of insurance from Mercer Insurance covering your practice and given to venue

Reservation Procedures:

1. Email Paul Hope, phope@exchange.uci.edu
2. Provide dates and times for your practices along with venue preference from the three venues listed above
3. Paul Hope will email you with steps to follow and potential availability (be patient)

3. Bren Events Center

Instructions and contact: Jeff Grady, jgrady@uci.edu

Available Spaces & Costs:

- Berry Terrace (capacity 50-70) (outside space)
 - \$30 per hour with \$350 maximum
 - Space is free from 8 am to 5 pm from Monday thru Thursday
- Koll Room (capacity 50) (carpeted space)
 - \$45 per hour with \$300 maximum
 - Space is free from 8 am to 5 pm from Monday thru Thursday
- Stewart Room (capacity 30) (carpeted space)
 - \$50 per hour with 350 maximum
- Concourse Lobbies (2) (capacity 50)
 - Availability is dependent on whether there is an event going on in the Bren Center
- East Lobby
 - \$30 per hour with \$250 maximum
- West Lobby
 - \$20 per hour with 150 maximum

Hours of Operations:

- Times are flexible when not conflicting with scheduled events

Limitations:

- Conflicts exist with already scheduled events at the Bren
- Tip: Review Bren Events Calendar before submitting request at: <http://www.bren.uci.edu/Calendar/>

Insurance (new procedure):

- Must show certificate of insurance from Mercer Insurance covering your practice and given to venue

Reservation Procedures:

1. Email Jeff Grady, jgrady@uci.edu

2. Provide dates and times for your practices along with venue preference from the five venues listed above
3. Jeff Grady will email you with steps to follow and potential availability (be patient)

4. Parking Structures

Instructions:

<http://www.parking.uci.edu/services/event/documents/PerformanceGroupForm.pdf>

Available Spaces:

- Lowest level of applicable parking structures (as designated by UCI Transportation and Distribution Services)
- Designation in parking structures are based on availability (capacity 25) and subject to change on the day of rehearsal based on events
- Dance space need to be coned off for safety

Hours of Operations:

- Starting at 6 pm to 10 pm

Limitations:

- Limited availability
- Recommended to look into the ARC before the Parking Structures
- Concrete spaces
- Allocated a certain amount of parking spaces no driving aisles
- Noise restrictions
- Venue is only for dance crews
- Dance crew may be asked to leave in cases of event requests, parking needs or complaints
- Cones need to be used to designate your space (cones can be purchased by the organization or borrowed from the Office of Campus Organizations)
- Consequences by Office of Campus Organizations if terms are violated

Cost:

- Free

Insurance:

- Must show certificate of insurance from Mercer Insurance covering your practice and given to venue

Reservation Procedures:

- Complete Reservation Request Form

- Apply for insurance per day of practice (indicate supervision from ‘Dance Crew Emergency Officer’)
- Attain insurance certificate from Mercer; present to venue
- Signer must be present throughout the entire practice
- Signer is responsible for blocking off the space allocations (i.e., parking spots) with cones
- NOTE: Signers for dance crews must have completed a ‘Dance Crew Emergency Officer’ training sponsored by Office of Campus Organizations, and ASUCI, before utilizing this venue

**For Special Events:
Student Center & Event Services**

Instructions: <http://www.studentcenter.uci.edu>

Outside Available Spaces:

- Student Center Terrace (for special events only due to sound policy, not for routine dance practices)

Selected spaces are available for special events only, but special equipment will be required to accommodate.

Follow the guidelines outlined in the Student Center and Event Services website.

Note: Outside Locations - pending reservation requirements with senior leadership