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This packet outlines the policies governing rental and use of the Bovard Auditorium at the University of Southern California. The policies outlined are binding on Purchaser’s use of the facilities. The Scheduling Office seeks to aid all of our Purchasers in planning and producing successful events. The following policies and regulations are in place so that we may best assist our Purchasers.

1. **Bovard Auditorium Staff**

The University of Southern California’s Scheduling Office provides management of Bovard Auditorium for rental by performing arts producers and presenters.

**Mailing and Shipping Address:**

Bovard Auditorium ADM 299  
3551 Trousdale Parkway  
Los Angeles, CA 90089-4014

**Fax:** 213-740-8157

**Email:** bovprod@usc.edu

**Production Office:**

- **Director of Performance Venues (FT):** Brandon Operchuck  213-740-8159
- **Technical Director (FT):** Matthew Phillips  213-821-4373
- **Scheduling/Production Manager (FT):** Sarah Bullock  213-740-6362
- **Production Managers:**  
  - Amy Vidor  213-740-4211  
  - Sophie Pustil
- **Lighting Director:** Steve Farquhar  213-740-8152
- **Audio Director:** Kevin Winrich  213-740-8152
- **House Management:**  
  - Laura Caudill  213-740-8158  
  - Taylor Johnson  
  - Morgan Williams
2. **Renting Bovard Auditorium**

   **A. Rental Periods**

   **Facility Rent:** Rental charges are calculated for each Rental Day by totaling the “Set-Up,” “Rehearsal,” Performance,” “Teardown,” and “Exit” time in the venue during that Rental Day. An eight hour rental cap is applied to each rental day (except for student groups who have no day cap). Please see Appendix I: “Facility Costs”. Each 24-hour Rental Day begins at 5:00AM and continues until 4:59AM the following calendar day.

   **Facility Labor:** Labor fees will be assessed by a Bovard Auditorium Production Manager based on the nature of your event. Overtime and Double Time fees apply. Please “Facility Rental Rates on page 28.”

   **Facility Availability to Purchaser during Contract Period:** The Purchaser will have access to the venue and its support spaces only during the scheduled intervals listed in the Rental Agreement for the contracted date(s), and for on-site planning meetings with Bovard Auditorium production staff. Additional access to the venue for any purpose during the contracted date(s) will be considered additional rented time in the venue and will be added to the Purchaser’s invoiced cost.

   **Facility Availability to Others during Contract Period:** For intervals in the contracted date(s) during which a venue is not rented and in use by the Purchaser, Bovard Auditorium may schedule the venue for another use and require that the Purchaser restore the venue to base condition at the Purchaser’s cost. The Purchaser may have the option to secure the venue against such use by extending its rental contract (and payment) to cover the desired interval. If the Purchaser has secured 12 or more hours in one Rental Day, then the venue will be considered not available for other use.

   **Event Work Requires Purchaser Representative:** Work for the Purchaser’s event will not proceed without an appropriate representative for the Purchaser on site.

   **Venue in Base Condition:** The venue will be in its base condition, clear and broom clean, at the start of the contracted rental dates. The venue must be restored to its base condition by the end of the contracted rental dates. If the time necessary to restore the venue to base condition extends beyond the contracted period, the Purchaser will be responsible for all cleanup costs including rental charges for the extended time.
B. Scheduling

The Bovard Auditorium Production Managers handle all scheduling for the facility.

**Event Schedule:** All event time in the venue and its support spaces must be scheduled in advance and outlined in a Facility and Services Agreement prepared for the Purchaser by the Bovard Production Office. This includes performances and the following: delivery, load in and installation; equipment and material set up, configuration, programming and cueing; rehearsals, production notes, maintenance and any other work for the event in the venue. All venue time scheduled for an event in a rental agreement will be subject to rental charges and associated costs.

*IMPORTANT* – **SET-UP TIMES:** Set-up time is not rehearsal time. The tech crew will not be able to run through your rehearsal and in most instances you will not be allowed to occupy the stage.

**Scheduling Process**

Reservations for Bovard Auditorium are accepted through the university scheduling web site at [www.usc.edu/scheduling](http://www.usc.edu/scheduling). Reservations are made on a first-come, first-served basis. The Purchaser will be notified by email, hard mail, or fax regarding confirmation of the reservation request.

If the event is scheduled, the Bovard Auditorium production office will contact the Purchaser via telephone or e-mail to discuss the details and payment for the event.

Reservations must be made at least 5 weeks in advance. NO ADVERTISING CAN BE DONE BEFORE YOUR WRITTEN CONFIRMATION IS RECEIVED. In addition, advertising may not indicate that the University of Southern California is sponsoring the event without the express written consent of Bovard Auditorium.

Please see the “Payment Timetable” (page 6) for payment and information deadlines.

**Calendar Hold:** Specific requests to hold dates for events in Bovard Auditorium must be submitted in writing to the Production Manager. The request for a date hold must include a completed “Reservation Request Form.” A “tentative hold” will be confirmed in writing by the Production Manager, and will remain on the calendar for up to 1 week (5 business days) and will be released by 12 pm (noon) on the fifth business day. Purchaser will receive a “Hold Confirmation” via e-mail.

Holds will not be taken for any venue without specification of the performer and event. A request for a date hold must include the name of the artist and a description of the event to be presented.

Holds for venue dates will not be accepted from any organization which has not fully paid all invoices due.
Non Refundable Deposit: In order to secure your reservation a nonrefundable deposit in the form of a money order, cashier’s check, internal requisition, or credit card (Visa, Discover, MasterCard) is required within five (5) business days of the acceptance of your “Reservation Request Form.”

Cleaning and Damage Deposit: A cleaning and damage deposit in the form of a money order, cashier’s check, internal requisition, or credit card (Visa, Discover, MasterCard) for $1000.00 is due three (3) weeks prior to your event.

The Purchaser assumes responsibility for the behavior of the audience and participants during their program as well as the responsibility, through their own efforts or through a financial obligation to Bovard Auditorium, to return the facility to its base condition after the event.

Damage deposits are based on the nature of an event as well as on the Scheduling Office’s experiences with the Purchaser’s previous events. The Purchaser will be asked to complete a “Facility Checklist” with a Bovard Auditorium employee prior to and following the event. Return of all or a portion of the cleaning/damage deposit will be based on the information provided on this form.

Delivery of Event Information The Purchaser must provide event information in the form a completed “Performance Questionnaire” and “University Events Permit Application” no later than five (5) weeks prior to the first date on site. The information provided should be sufficient to outline a detailed schedule of facility use and an estimate of facility costs for the event. Final date confirmation and rental agreement will be withheld until the Purchaser has provided the Bovard Production Office with a signed “Facilities and Services Agreement” (F&S), technical rider and “Performance Questionnaire” and “Special Events Permit Application”.

Cost Estimates Based on information provided by the Purchaser, the Bovard Production Office will provide an estimate of facility costs to the Purchaser for the event. This Estimate of Charges will become part of the Facilities and Services Agreement for the event. All estimates are subject to change.

Confirmed Holds: Upon receipt of the Non Refundable Deposit no later than five (5) business days after your event has been calendared the requested calendar holds will be regarded as “confirmed holds.” A firm hold will remain on the calendar until the deadline for the return of a signed “Facilities and Services Agreement” and payment for the balance of fees has passed, three (3) weeks prior to your event.

Contracting: The Scheduling Office will provide to the Purchaser the following documents: Facilities Services Agreement, Career and Protective Services “Special Events Permit Application.” These documents must be completed, signed by the Purchaser and returned three (3) weeks prior to the first date on site. If the documents are not returned signed within three (3) weeks prior to the first date on site, the Scheduling Office reserves the right to release the dates held and will notify the Purchaser in writing if it does so.
**Payments** The balance of all assessed fees must be delivered no later than three (3) weeks prior to the agreed first date on site. A separate payment of the Cleaning and Damage Deposit of $1,000.00 in the form of a money order, cashier’s check, internal requisition, or credit card (Visa, Discover, MasterCard) is also due (3) weeks prior to the agreed first date on site.

**Changes in Rental and Staffing:** These changes will incur surcharges to Purchaser according to the “Payment Timetable.” (page 6) Reduction of the Event schedule within three (3) weeks of the on site date will not result in a refund of any funds to the Purchaser. Addition of an unscheduled crew call for an event requires a minimum of 48-hours notice. Labor and other resources may not be available to the Purchaser to meet the changed schedule. All changes will incur a surcharge. See payment and Planning table (page 6)

Note that changes to the Purchaser’s scheduled access to a venue are dependent on the schedule of other uses of the venue.

**Bovard Auditorium Late Departure Agreement:** Any event running overtime is billed to the Purchaser. This charge is one and one half times the applicable hourly employee staffing rate and one and one half times the hourly building rental fee. Your ability to run late also depends on the availability of the facility and the availability of the staff. Any late vacate charges are to be paid in full five (5) business days after your event date.

**FUNDRAISERS/NON-PROFIT ORGANIZATIONS:** Bovard Auditorium is a revenue-centered facility. Your rates cannot be reduced.

**C. Event Planning**

No later than three (3) weeks prior to the Purchaser’s first date on site, the Purchaser must participate in a production meeting with appropriate staff for Bovard Auditorium. These meetings will typically include the facility and technical management for the venue, and are intended to cover event planning for technical production, company management, audience services, and other facility requirements. The Purchaser must ensure that appropriate staff members for the Purchaser attend the meeting. The production meeting will take place at Bovard Auditorium.
## PAYMENT and PLANNING TIMETABLE

<table>
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<tr>
<th>Within 5 days of the acceptance of your request.</th>
<th>At least 25 business days prior to event</th>
<th>15 business days prior to event</th>
<th>Within 15 business days</th>
<th>Within 10 business days</th>
<th>Within 5 business days</th>
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<td>Nonrefundable deposit which will apply to your rental. ($300 for USC student organizations and offices, $500 for off-campus organizations).</td>
<td>Meeting scheduled with Bovard Production office Questionnaire and USC Event Permit completed and turned in to the Bovard Auditorium Production Office</td>
<td>Payment of Rental and Staffing Fees &amp; Separate $1,000 Security Deposit. Facility and Services agreement signed and returned</td>
<td>Cancellation loss of 100% of Rental fee. Changes incur 10% surcharge on individual item. Late fees applied at a rate of 5%/day.</td>
<td>Cancellation results in loss of 100% of Rental fee and 50% of staffing fees. Changes incur 20% surcharge on individual item.</td>
<td>Cancellation results in loss of all fees. Changes incur 25% surcharge on individual item.</td>
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### 3. General Requirements of Rental

Many events require the services or approval of other departments such as the Bookstore, Hospitality Services, Parking, Department of Public Safety (DPS) and USC Ticket Office. If your event falls into this category, the Purchaser must return the Service Approval Form indicating compliance with the appropriate department’s policies and procedures at the time payment is made. Additional fees may be assessed, or requirements applied, by these other departments based on the event’s particular needs. At any time prior to the event, even after the Purchaser has received a reservation confirmation from the Bovard Auditorium Production Office, if university departments deem additional services are necessary for the event the Purchaser must comply with those requirements or the event will be canceled.

**THE UNIVERSITY OF SOUTHERN CALIFORNIA RESERVES THE RIGHT TO CANCEL ANY EVENT IF FEE DEADLINES ARE NOT MET, IF THE PURCHASER DOES NOT COMPLY WITH USC POLICIES AND PROCEDURES, OR IF USC OFFICIALS CANNOT ENSURE THE SAFETY OF STUDENTS, FACULTY, STAFF, AND/OR VISITORS. THIS MAY OR MAY NOT INCLUDE SHUTTING DOWN AN EVENT ALREADY IN PROGRESS.**

### ADDITIONAL SERVICES AND APPROVALS
A. Liability Insurance: Purchaser shall provide liability insurance for itself and all of its participants in the subject events with no less than $1,000,000.00 general liability and $1,000,000.00 auto liability. Purchaser shall provide Worker's Compensation with statutory limits. The University is to be named additional insured on that policy. Purchaser shall provide the University with a certificate of said insurance no less than fifteen (15) business days prior to the commencement of the event. This form must have a 30-day cancellation notice. The University must be given notice of cancellation/modification of said insurance.

B. Safety
The SCheduling Office has oversight regarding event safety, including and not limited to: crowd management; worker and equipment safety; safety of performances, stunts and effects; security; emergency response; emergency egress; fire safety; catering and food preparation; and general facility management. The SCheduling Office reserves the right to deny access to a venue to prevent unsafe practices in the production of an event. (See pages 10-11, Safety Specifics, Section 4. E)

C. Provision of Artist Contract, Contract Riders and Other Specifications
The Purchaser must provide copies of all event contracts, technical riders and event specifications no later than five (5) weeks prior to the Purchaser’s first day on site for the event.

D. Parking: An event being attended by persons coming to the University’s campus specifically for the event will require a parking reservation and must be approved by the University’s Transportation and Parking Management.

The SCheduling Office cannot waive parking fees or fines assessed by University of Southern California Transportation Services.

University of Southern California parking policies apply to lots and garages adjacent to each SCheduling Office facility. All visitors, users, Purchasers, employees, volunteers, guests and patrons are subject to University of Southern California Department of Transportation parking regulations. This includes the loading dock of Bovard Auditorium.

Parking in University of Southern California parking lots adjacent to any SCheduling Office facility at any time requires a permit from University of Southern California Transportation Services. Should parking be required for the Purchaser’s staff and performers, Purchaser will request temporary parking permits from University Transportation Services. University Transportation Services cannot guarantee that permits will be supplied in response to all requests. Temporary parking permits provided in response to such a request will be given to the Purchaser; it will be the Purchaser’s responsibility to distribute the permits. Parking permits do not guarantee availability of a parking space.
Unauthorized parking in loading areas will result in a ticket, fine and towing of the vehicle. Parking outside of permissible, designated parking spaces will result in a ticket, fine and towing of the vehicle. Parking without a permit will result in a ticket, fine and possible towing of the vehicle.

E. Security: Purchaser must contact the USC Office of Career and Protective Services (CAPS) not less than three (3) weeks before the event. CPS will determine whether the event will require any special security to protect the University’s property, students, faculty, staff and visitors.

F. Back Stage Access
Access to the stage and support areas of the venue is limited to authorized Bovard staff and authorized participants for the Purchaser. The Purchaser is responsible for distribution of identification and for ensuring that all appropriate individuals for the Purchaser use it. Individuals requesting back stage access to the Purchaser’s event will be barred without facility visitor identification. Costumed performers need not wear visitor identification.

During performances, guests are not permitted back stage OR on stage without advance arrangements being made with the facility management. Under no circumstances are guests permitted back stage or on stage unaccompanied. Arrangements for back stage or on stage guests should be made prior to the event date with the facility management. Any back stage guests desiring or needing to be seated in the audience during a performance must have a ticket. Back stage passes or other credentials do not provide for access to the house during a performance.

Under no circumstances are audience members allowed on stage or back stage without the express written consent of the Bovard Production Manager. If you plan to ask for audience participation on stage or invite audience members on stage after the show you must notify the Bovard Production Manager prior to your event.

G. Animals
Animals other than those required for personal assistance, i.e. seeing-eye guide dogs or service animals, are not permitted in SCheduling Office facilities without written permission from the Production Manager. Permission to bring an animal on site will not be given under any circumstances where there is risk of injury to persons or damage to the facility.

Service animals are permitted in Bovard Auditorium per the Americans with Disabilities Act.

H. No Smoking
Smoking is prohibited inside and within 50 feet of all University of Southern California buildings including the facilities managed by the SCheduling Office. The prohibition against smoking includes performance venues
and their stages and extends to any personnel and any activity in the venue including actors during a stage performance. The prohibition against smoking is a California state law and cannot be waived.

I. Cancellation, Interruption or Termination of an Event: Final decisions causing cancellation or delay of an event due to any emergency such as extreme weather conditions, bomb threat or any other public emergency, are within the authority of the management of Bovard Auditorium and the University of Southern California Departments of Public Safety.

If a reservation is canceled more than 3 weeks prior to the event, provided Bovard Auditorium or USC has not incurred expenses reasonably required to provide the requested facilities or other services, any pre-paid fees except for the non refundable deposit will be refunded.

The University reserves the right to cancel the event, terminate the event after it has begun or require any person attending the event to leave the University’s property if Purchaser or any such person does not comply with USC policies, fails to comply with the directions of University staff or officials or if the University determines that it cannot ensure the safety of the University’s property, students, faculty, staff or visitors.

J. Access and Egress
Access and exit pathways and doors, either inside and outside the venue must not be blocked or restricted. All security and fire doors must be kept closed. Should clear and continuous access through one of these doors be required, a door attendant must be present to provide access. If required, a door attendant will be provided by the Scheduling Office at the Purchaser’s expense.

K. Alcoholic Beverages
Distribution or sale of alcoholic beverages is subject to all applicable law and regulation, as well as the University of Southern California Alcohol Policy (copy provided on request). Alcoholic beverages are not permitted for events where it is expected that approximately 50% or more of those attending will be less than 21 years of age. Alcoholic beverages will be sold or otherwise distributed only by the contracted University of Southern California caterer.

L. Purchaser’s Responsibility; Indemnification

Purchaser assumes complete responsibility for the conduct of the persons attending the event and the condition of the University’s property and facilities after the event. Purchaser must return the University’s facilities to the condition they were in before the event. Any costs incurred by the University in cleaning or repairing the University’s facilities after the event will be assessed to the Purchaser and may be deducted from any cleaning and damage deposit placed by Purchaser. The University assumes no responsibility for the loss or theft of personal property or damage to the person or property of Purchaser or any of its event
participants or guests. Purchaser agrees to indemnify and hold the University and its employees, contractors and agents harmless from and against all claims.

M. Departing

Material and equipment for the Purchaser’s event must be removed by the end of the scheduled access specified in the Facilities and Services Agreement. Packages may be left for pick up by a shipping contractor (e.g. UPS, Fed Ex) no later than the end of the following business day. The Scheduling Office bears no responsibility or liability for the safekeeping of any goods left in its facilities. Any material left in a facility longer than 24 hours after the Purchaser’s contracted last day on site will be disposed of at the discretion of the Scheduling Office. All costs of such disposal are the responsibility of the Purchaser.

4. Production Requirements for Rental

A. Stage Requirements
No later than three (3) weeks prior to the Purchaser’s first date on site, all specifications of technical requirements for the event must be delivered to the Bovard Technical Director. Unless specific requests for additional equipment are included, the event will proceed with existing venue equipment. The Purchaser is ultimately responsible for ensuring that the needs specified in any performance agreements are provided.

B. Appropriate Staffing
Scheduling Office management for the facility will determine appropriate staffing for the event, based in part on requirements outlined in any technical rider or other specification for the event. At no time will staffing levels be reduced below levels deemed safe by the Scheduling Office for the operation of the venue and its equipment.

C. Loading Access and Storage
Loading access to the facility will be determined for the event by the Scheduling Office.

Delivery of material for the Purchaser’s event will not be permitted prior to the Purchaser’s contracted first date on site without written consent of the Scheduling Office, and under no circumstances will any delivery be permitted to interfere with other use of the facility.

The Scheduling Office does not have storage space to accommodate the Purchaser’s equipment, material, sets, props, wardrobe or any other supplies beyond the period under contract.

The Scheduling Office bears no responsibility or liability for failure by the Purchaser to coordinate delivery, storage and removal of Purchaser’s material and equipment.
D. Stage Entrances

The appropriate stage entrance for the Purchaser’s event will be determined by the Scheduling Office. This stage entrance must be used by the Purchaser’s personnel during their event. To assure the security and safety of the facility and its staff, the Purchaser is prohibited from propping or holding open any fire exit or security door.

E. Safety Specifics

Safe practices for events in Bovard Auditorium are subject to the judgment of the Scheduling Office and technical staff and are governed by applicable policy and regulation. Applicable references include: Standard Building Code, National Fire Prevention Association 101 – Life Safety Code, Occupational Safety and Health Administration regulatory codes, and the Americans with Disabilities Act Advisory Guide.

Emergency Egress: Pathways to emergency exits from the venue and the facility cannot be blocked or restricted. Signs and lighting indicating emergency exits cannot be masked or otherwise obscured.

Emergency Response: Should emergency personnel (police, fire fighters, EMT’s) require access to any area of the facility, they must not be hindered in any way.

Fire Retardance: The Purchaser must ensure that material used for an event in any venue managed by the Scheduling Office be either inherently non-combustible or fire-retardant, or treated appropriately to render the material fire-retardant. The Purchaser will certify that all material used for an event meets the standards for fire safety outlined in NFPA Life Safety Code – 2000 Edition, Section 12.4.5.11, “Flame-Retardant Requirements.” The Scheduling Office reserves the right to deny access to a venue if this condition is not met.

Open Flame and Pyrotechnic Effects: Open flame effects (including candles) and pyrotechnic effects of any kind are not permitted without the specific, expressed, written consent of the management of the venue and permission of the USC Office of Safety and Risk Management. Pyrotechnic effects require the presence and direct supervision of a licensed pyrotechnician, provided and certified by the Purchaser. Safety requirements for any such use will be determined by the venue management in consultation with the USC Office of Safety and Risk Management. If use of any open flame effect or pyrotechnic effect is desired, the Purchaser must deliver written notification to the venue management no later than three (3) weeks prior to the Purchaser’s first date on site.

Electrical Safety: Electrical wiring and safety codes (National Electrical Code) will be followed. At no time will the Scheduling Office permit electrical work or installation which risks injury to staff or damage to facility and equipment. The following are among specific excluded items or practices: exposed
electrical conductors, inadequately organized cable, electrical overload of equipment, or unsafe mechanical stresses on electrical cable or equipment. Only authorized USC or Bovard technical staff are permitted to install power tie-ins to Company Switches in Bovard Auditorium.

**Sound Safety:** Sound levels exceeding accepted standards for safe hearing will not be permitted under any circumstances.

**Rigging Safety:** Rigging work in Bovard Auditorium will proceed within accepted performing arts industry standards for safe and effective theatre rigging. Only authorized technical staff for Bovard Auditorium are permitted to operate the rigging equipment and systems in Bovard Auditorium; Bovard technical staff will determine safe rigging practices in Bovard Auditorium.

**Work Safety:** Safe work practices will be subject to the judgment and oversight of appropriate Bovard Auditorium technical staff in each venue, within the standards and regulation defined by the USC Office of Safety and Risk Management and other applicable agencies.

**Crowd Safety:** The Scheduling Office will determine the staffing of ushers and security for an event to assure safe crowd management and control. Under no circumstances will the Purchaser, its staff or performers be permitted to create or incite unsafe conditions for an audience in a Scheduling Office venue. No venue will be permitted to exceed its allowable, posted capacity. “Standing Room Only” attendance is not permitted. Where seating for a venue is event specific or otherwise flexibly configured, the seating design and installation must be reviewed by the Scheduling Office and must meet applicable standards of safety including: venue capacity, structural soundness, ADA access and emergency egress.

**F. On-Site Construction**

On-site construction which creates dust, chips, smoke, spray or the like is not permitted in any Bovard Auditorium stage or seating area. Limited modification, touch up and maintenance may be permitted with the direct supervision of facility technical staff. No work is permitted which might leave stains or other marks.

**G. Cleaning of Audience Seating Areas**

The Purchaser will be responsible for any needed clean up of audience seating areas due to their use during installation and rehearsal for an event. Should additional maintenance and cleaning of the audience seating areas be required because of the Purchaser’s failure to clean up after such use, the Purchaser will be responsible for any cleaning and maintenance costs. These costs will be deducted from the Purchaser’s Cleaning and Damage Deposit. Food, drink, and storage of material in the audience seating areas are prohibited.
I. Photography, Recording, Radio, Television and Film
The facility management must be notified in advance of photography or recording of any kind during a performance. If photography or recording is desired, the Purchaser must provide a release permitting such recording signed by the artist or artist’s management.

Television - Filming charges and permissions will apply and be administered through the USC Filming Office, (213) 740-6951.

J. Volunteers
Any persons not employed by the Purchaser but participating in stage operations for the Purchaser as a volunteer will, at the discretion of the Director of Performance Venues or Technical Director, become a volunteer of University of Southern California for the duration of the Purchaser’s event. Such persons must provide any needed information and documentation and successfully complete whatever training is deemed necessary by the SCheduling Office. The Purchaser must provide a list of all such persons at least two weeks prior to the event.

5. Box Office Requirements for Rental

A. Free Events
The Purchaser may distribute free-admission tickets (not to exceed venue capacity) in advance or outside the main lobby prior to the performance. Appropriate staff for the Purchaser must remain in the lobby to assist with ticketing and audience management from 1 hour prior to the start of the event through the end of the event.

B. Paid Events
Ticketing for paid events is arranged through the USC Ticket Office, (213) 740-GOSC (4672). The Purchaser must complete an Event Set-Up and Ticketing Information Contract with the Box Office Manager. The contract must be completed no later than two weeks prior to the ticket on-sale date. The same person who has signed the Rental Agreement must sign the Ticketing Contract. The SCheduling Office can provide a ticket printing service and requires two week notice prior to the delivery of tickets to the Purchaser.

C. Venue Contract Status and Deposit
The Facilities and Services Agreement for the event must be fully executed and the deposit received in order for tickets to go on sale.

D. Assigned Seating Events
For reserved seating events, the Purchaser should speak to the USC Ticket Office regarding options and
seating variations. Tiered pricing is only suggested for performances where overall attendance is expected to be high; otherwise patrons may be sparsely distributed throughout the theatre, rather than grouped together for better enjoyment of the event.

E. General Admission Seating Events
We suggest that all events expecting less than 480 patrons in Bovard Auditorium be general admission. This is easier for patron seating, and beneficial for the event, since closely grouped audience suggests a well-attended event.

H. Complimentary Tickets
A complimentary ticket is one that a patron receives for FREE. An organization can give out as many Complimentary tickets as they wish (so long as the total does not exceed venue capacity) from a table in the Bovard front walkway or through their offices.

I. Printed Ticket Information
Any contact information printed on the ticket shall direct the ticket owner to the Purchaser. No ticket may list the SCheduling Office or Bovard Auditorium as a contact.

J. Seat Holds
An outline of seats in the theatre that cannot be sold due to technical, performer seating, or other reasons must be given to the USC Ticket Office and the SCheduling Office.

Orchestral Level seats row H 1-8 and row S 107-110 are never to be sold and are under the ownership of the SCheduling Office.

K. VIP Seating
In order to reserve specific seats for the Purchaser’s VIPs, the Purchaser must contact the SCheduling Office in advance of the event.

L. Box Office – Day of Event
For paid ticket events in which the USC Ticket Office services are used, the Box Office will be open from one hour prior to the show start time for the event until 30 minutes after show start time. Extended hours can be added at additional cost.

Box Office distribution of free tickets and extended hours for free events are provided only at additional cost and must be arranged through the USC Ticket Office.

M. Performance Time
From one-hour prior to performance until the performance is over, a representative from the Purchaser’s
organization must remain in the lobby at all times. The Purchaser must assist in handling any problems that may arise with tickets that were sold by the Purchaser, and with the distribution of complimentary tickets for the Purchaser’s patrons pre-show.

6. Front-Of-House Requirements for Rental

A. House Management
The SCheduling Office will supervise house management services for all audience events in its venues. At least one representative for the Purchaser must be present in the lobby for house management needs at all times during the Purchaser’s performances.

B. Usher Requirements
The SCheduling Office will determine the audience management needs for an event depending on the estimated audience. Sufficient numbers of ushers to provide for the audience management needs are provided by paid Bovard ushers. The SCheduling Office will assign ushers sufficient to assure the safety and security of the event and its patrons.

C. Merchandise
The rights and privileges of sales of merchandise, food and drink and other items remain under the control of the SCheduling Office. Merchandise sales, donation collections, or any activity involving the handling/exchange of money may be arranged by the Purchaser or its contracted Artist, but approval of such sales and activity must be obtained from the SCheduling Office and the USC Department of Public Safety in advance. A Marketer Agreement must be on file with the SCheduling Office in order for any sales to take place. Sales will be confined to areas designated by the facility management. The SCheduling Office will collect a fee of $200.00 per merchandising booth or table. The Purchaser is responsible for remitting sales tax. An authorized representative of the Purchaser must be in contact with the SCheduling Office no later than two weeks prior to the event to make arrangements regarding the selling of merchandise.

D. Concessions and Catering
All food and drink for audience consumption—concession sales or otherwise—must be provided through the approved University of Southern California caterer. (For questions regarding catering approvals please call the Director of Hospitality Services - (213) 740-5956)

E. Audience Seating – Food and Drink
No food and drink, with the exception of bottled water, are permitted in the audience seating areas of any venue.
F. Lobby Displays
Lobby displays, posters, adhesives, and information tables are not permitted without prior approval by the SCheduling Office or house managers.

G. Lobby Opening
Unless alternate arrangements are made in advance of the performance date, the lobby will open for audience access to the facility at the house manager’s discretion prior to the start time for a performance event.

H. House Opening
Unless alternate arrangements are made in advance of the performance date, the house will open for audience seating 30 minutes prior to an event. The house will not open prior to approval given by both the Bovard Stage Manager and Bovard House Manager assigned to the event.

I. Late Seating
Late arriving patrons will be seated only at a seating interval determined in consultation with the artist or artist’s company manager.

J. Cameras and Recording Devices
Unless otherwise specified in writing by the Purchaser, cameras and recording equipment will not be permitted in the house seating of a venue during a performance. Any filming and photography of event will require the approval from the USC Filming Office (213) 740-6951. If an artist’s performance agreement prohibits photography and recording, only the artist’s management may authorize any change to this requirement. All cameramen must abide by the rule set forth by the Auditorium as well. The SCheduling Office reserves the right to confiscate equipment and/or to excuse cameramen for the duration of the performance if necessary.

K. Emergency Medical Treatment
The SCheduling Office reserves the right to determine if Emergency Medical Personnel must be on site for an event. Purchaser will be responsible for the cost of such personnel if they are required. Any expenses incurred from emergency services will be the responsibility of the person(s) treated.

L. Unruly or Objectionable Persons
The SCheduling Office reserves the right to have removed from its facilities any individual whose behavior is offensive or disruptive to other participants or whose actions are deemed detrimental to the safety and security of any person(s) or property on site. The SCheduling Office will not be liable to the Purchaser for any damages which might result from such removal.
M. Lost and Found

Found articles are retained in the Scheduling Office for one week, after which they are turned in every Friday to the Department of Public Safety (213) 740-6000.

N. Children and Infants

All attendees of a performance must have a ticket to be admitted to a performance for safety and capacity reasons. Exceptions may be made for young children and will be decided by the Scheduling Office and/or House Manager. Any audience member who is disruptive to other patrons will be asked to leave the performance hall, accompanied by an adult if necessary.

O. Service Animals

Service animals are permitted in Bovard Auditorium as a reasonable accommodation under the Americans with Disabilities Act. Seating for patrons requiring assistance from service animals will be made available in wheelchair accessible seating areas of Bovard Auditorium, and in seats immediately adjacent to aisles or front rows on cross-over aisles.

7. General Information

A. Location:

Bovard Auditorium is located at 3551 Trousdale Parkway, bounded on the south side by Childs Way.

Weekday Directions To Bovard Auditorium - Campus maps are available at www.usc.edu

From the 110 Harbor Freeway North:

- Take Freeway to Exposition and 37th St. Exit
- Go Straight through the first light after the exit, and take a left at the next light, going back under the freeway on Exposition.
- Go Straight through the next few lights, campus will be on the right, and take a right on Vermont.
- Take a Right at 36th Street and enter campus through the Vermont and 36th St. Gate.
- Tell the attendant you are trying to reach Bovard Auditorium, and you will park in Parking Structure A (PSA). You will need to pay $8.00 for a day-use parking pass.

From 110 Harbor Freeway South:

- Take Freeway to Exposition Exit.
- Take a right onto Exposition at the first light after you exit.
• Go Straight through the next few lights, campus will be on the right, and take a right on Vermont.
• Take a right at 36th Street and enter campus through the Vermont and 36th St. Gate.
• Tell the attendant you are trying to reach Bovard Auditorium, and you will park in Parking Structure A (PSA). You will need to pay $8.00 for a day-use parking pass.

From 10 Santa Monica Freeway West:

• Take Vermont exit.
• Turn right at the light onto Vermont, and go south on Vermont.
• Go approximately 15 blocks to where the Campus is on the left, and turn left at 36th Street into the Vermont and 36th Street Entrance.
• Tell the attendant you are trying to reach Bovard Auditorium, and you will park in Parking Structure A (PSA). You will need to pay $8.00 for a day-use parking pass.

From 10 Santa Monica Freeway East:

• Take Vermont Exit
• Turn left at the light onto Vermont, back under the freeway.
• Go approximately 15 blocks to where the Campus is on the left, and turn left at 36th Street into the Vermont and 36th Street Entrance.
• Tell the attendant you are trying to reach Bovard Auditorium, and you will park in Parking Structure A (PSA). You will need to pay $8.00 for a day-use parking pass.

Weekend Directions to Bovard Auditorium – select entrances to USC are open on weekends. Campus maps are available at www.usc.edu

From the 110 Harbor Freeway North:

• Take Freeway to Santa Monica Fwy (10) West.
• Take Hoover exit.
• Turn Right at the light to get to Hoover; turn Right onto Hoover.
• Go all the way to where Hoover ends at Jefferson.
• Turn Right onto Jefferson
• Turn left at the next light at McClintock onto Campus through the Jefferson McClintock Gate
• Tell the attendant you are trying to reach Bovard Auditorium, and you will park in Parking Structure A (PSA). You will need to pay $8.00 for a day-use parking pass.

From 110 Harbor Freeway South:
- Exit Adams Blvd off ramp.
- Adams off ramp merges right onto Figueroa; continue South on Figueroa.
- Turn right at light onto Jefferson Blvd.
- Continue on Jefferson to the next light and take a left at McClintock through the Jefferson McClintock Gate.
- Tell the attendant you are trying to reach Bovard Auditorium, and you will park in Parking Structure A (PSA). You will need to pay $8.00 for a day-use parking pass.

**From 10 Santa Monica Freeway West:**

- Take Hoover exit.
- Turn Right at the light to Hoover; turn Right onto Hoover.
- Go all the way to where Hoover ends at Jefferson.
- Turn Right onto Jefferson
- Continue on Jefferson to the next light and take a left at McClintock through the Jefferson McClintock Gate.
- Tell the attendant you are trying to reach Bovard Auditorium, and you will park in Parking Structure A (PSA). You will need to pay $8.00 for a day-use parking pass.

**From 10 Santa Monica Freeway East:**

Take Hoover exit.

- Turn Right at the light.
- Go all the way to where Hoover ends at Jefferson.
- Turn Right onto Jefferson
- Continue on Jefferson to the next light and take a left at McClintock through the Jefferson McClintock Gate.
- Tell the attendant you are trying to reach Bovard Auditorium, and you will park in Parking Structure A (PSA). You will need to pay $8.00 for a day-use parking pass.
Welcome to Bovard Auditorium. We sincerely hope you have a pleasant and positive visit. Our staff will make every effort to accommodate your needs so that your production runs smoothly. Our staff is here to help you in any way possible. You can help us by observing the following rules:

1. Food and drinks, excluding bottled water, are NOT permitted in the auditorium. Smoking is never allowed in the theatre. Food is ONLY permitted in the dressing rooms.
2. The stage availability is scheduled through the Purchaser or designated representative. When the crew is on meal break the stage is NOT available. Please do not enter the stage when it is dark. As soon as the crew returns the stage will be made available. If there are any questions regarding the stage availability please consult your stage manager, director, group representative, or the BPO.
3. Parking is not permitted in the loading dock area or in the front of the loading dock doors. It is designated for loading and unloading only. If you are unloading items from your vehicle please do so and then move the vehicle to one of the nearby parking lots.
4. For security purposes, enter and exit through the STAGE DOOR ONLY.
5. If you expect to meet friends or relatives after a performance, direct them to the stage door only. Exceptions may be made on a case by case basis. Please consult the production staff.
6. DO NOT climb onto or jump off the stage. Use the ramps leading on and off the stage.
7. Please avoid touching or holding onto the stage and acoustic drapes.
8. Please do not place objects on pianos, covered or uncovered.
9. Please do not remove chairs from dressing rooms. We will supply any extra chairs you may need, within reason.
10. Please do not use ANY adhesive substance on dressing room doors and mirrors. Any damages incurred by the violation of this guideline will be taken from your cleaning and damage deposit.
11. Alcoholic beverages are not permitted in the auditorium. Alcoholic beverages are permitted under limited conditions in the walkway and portico and permissions must be obtained in writing from the BPO 15 business days prior to your event. Please contact Trojan Hospitality at 213-740-6285 to obtain an alcohol permit. Once completed, please submit it to the BPO. Student Organizations must also receive approval from the Office of Campus Activities.
12. Check all your valuables with your group representative. BPO will not be responsible for property left in the dressing room or lobby.
13. Animals, other than Seeing Eye dogs, will not be allowed in the facility for any reason other than permitted use in the show and only during rehearsal and/or performance. This privilege must be secured through the production manager prior to load in and cannot be altered under any circumstances.
14. Decorations or signs shall not be placed in any rooms, hallways, exterior of the building, sidewalks lobbies, or theatres in the building without the permission of the management. No duct tape or
masking tape can be used at ANY time in the auditorium. Any damages incurred by the violation of this guideline will be taken from your cleaning and damages deposit.

15. Balloons are not permitted inside the auditorium.
16. The house opens 30 minutes prior to scheduled show time. All set-up, sound checks, and rehearsals must be completed by this time. The Bovard Stage and House Managers will assist the visiting company in opening the house on time.
17. Under no circumstances will the performances begin or the intermission end without the express direct verbal approval from Bovard’s Stage and House Managers.
18. The Bovard Stage Manager reserves the right to control final sound level for any show at Bovard.
19. Any use of pyrotechnics, open flame, and/or smoke or fog will require the services of a Fire Marshall on site. It must be scheduled through the BPM.
20. Any use and/or changing of rigging and equipment must be approved in advance with Bovard’s Technical Director.
21. Only Bovard staff is allowed to operate our equipment, such as our audio or lighting console, etc. unless authorized in advance by BPO.
22. The visiting company shall not allow nails, tacks, stage screws, or similar articles to be driven or placed in any part of the premises without the approval of Bovard’s Technical Director.
23. All tape used on the stage must be removed at the end of your event.

C. Labor

Bovard Auditorium is staffed by student stage technicians of the University of Southern California. Due to class schedule conflicts, some of the stage crew working your rehearsal will differ from those working your performance. Our scheduling manager makes every effort to provide continuity and overlapping staff on occasions like this. Our staff is trained to take notes on the information they have learned while working your rehearsal and will pass this information on to the either the Stage Manager or the person who replaces their position.

If you have and questions or requests please feel free to consult a member of the production staff.
D. Seating

Bovard Auditorium has a capacity of 1235 seats.

- If your audience exceeds expectations, the house staff WILL NOT OPEN additional levels due to safety risks involved.
- Bovard Auditorium also has the following accommodations for wheelchair access:
  - Orchestra Level – 12 wheelchair spaces along with companion seats.
  - First Balcony – 2 wheelchair spaces along with companion seats. These seats are not included in the seat count above and will only be released ten minutes prior to show time unless a patron in a wheel chair purchases a seat.
- Bovard Auditorium reserves 12 seats not included in the capacity count. These seats are Row H 1-8, Row S 107-110.

**Total Capacity: 1235**

Orchestra: 502  
First Balcony: 365

Second Balcony: 368
### E. Stage Dimensions and Distances

Bovard Auditorium has a thrust stage.

<table>
<thead>
<tr>
<th>Description</th>
<th>Proscenium Width</th>
<th>Proscenium Height</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proscenium Width</td>
<td></td>
<td>36'</td>
</tr>
<tr>
<td>Width upstage of proscenium.</td>
<td></td>
<td>50'</td>
</tr>
<tr>
<td>Apron Width</td>
<td></td>
<td>50'</td>
</tr>
<tr>
<td>Total Depth</td>
<td></td>
<td>42' 9”</td>
</tr>
<tr>
<td>Proscenium to downstage of thrust</td>
<td></td>
<td>21’ 8”</td>
</tr>
<tr>
<td>Proscenium to back wall</td>
<td></td>
<td>20’ 5”</td>
</tr>
<tr>
<td>Proscenium Height</td>
<td></td>
<td>25’</td>
</tr>
<tr>
<td>Height of ceiling above stage</td>
<td></td>
<td>40’</td>
</tr>
<tr>
<td>Stage height from Orchestra floor</td>
<td></td>
<td>2’ 9”</td>
</tr>
<tr>
<td>Distance from proscenium to control booth</td>
<td></td>
<td>70’</td>
</tr>
<tr>
<td>Horizontal distance from proscenium to balconies</td>
<td></td>
<td>58’</td>
</tr>
<tr>
<td>Throw from 2\textsuperscript{nd} balcony spot position to proscenium.</td>
<td></td>
<td>98’</td>
</tr>
<tr>
<td>Throw from 2\textsuperscript{nd} balcony spot position to lip of stage</td>
<td></td>
<td>79’</td>
</tr>
<tr>
<td>Lighting Grid Trim</td>
<td></td>
<td>28’</td>
</tr>
<tr>
<td>Downstage Side Rail Trim</td>
<td></td>
<td>10’</td>
</tr>
<tr>
<td>Max out For ALL Fly Line sets</td>
<td></td>
<td>40’</td>
</tr>
<tr>
<td>Height above stage level of 1\textsuperscript{st} Balcony</td>
<td></td>
<td>14’</td>
</tr>
<tr>
<td>Height above stage of 2\textsuperscript{nd} Balcony</td>
<td></td>
<td>26’</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Distance upstage of proscenium</th>
<th>Distance upstage of proscenium</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaser</td>
<td>1’</td>
<td>Spare 1</td>
</tr>
<tr>
<td>1\textsuperscript{st} Electric</td>
<td>2’</td>
<td>Spare 2*</td>
</tr>
<tr>
<td>1\textsuperscript{st} Legs (12’w)</td>
<td>4’6</td>
<td>Spare 3</td>
</tr>
<tr>
<td>2\textsuperscript{nd} Electric</td>
<td>10’</td>
<td>Spare 4</td>
</tr>
<tr>
<td>2\textsuperscript{nd} Legs</td>
<td>13.6’</td>
<td></td>
</tr>
<tr>
<td>3\textsuperscript{rd} Electric</td>
<td>15’</td>
<td></td>
</tr>
<tr>
<td>Black Traveler fly in-out only</td>
<td>18’</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:**

Line sets can each hold a maximum of 600 lbs.  
Pipes are 40’ long.  

*Moving light position, can be made available additional*
F. Stage Surface

- Masonite
- Damage or removal of Masonite by Client will result in additional charges. Please see the Scheduling Office for costs.
- Dance performances are advised to install Marley for performances.

G. Power

*Power Capacity*

- A 400 amp three phase circuit is located on the backstage right wall. Arrangements *must* be made at least two weeks in advance with Bovard Auditorium Production Office (213) 740-4211 to tie in. The three-phase has lug nuts but no tails.

*Circuits*

- Stage circuits are 20 amp, 110 volt
- Stage connectors are 20 amp stage pin connectors

H. Lighting

A house plot, designed to allow maximum versatility, is kept in place year round. In addition to a full stage front wash of white light, Bovard has four color top washes and three color side washes. A wash covers the stage in the same color of light. You have the choice of picking up to four (4) top wash colors. The front light will remain white.

<table>
<thead>
<tr>
<th>Lighting Board</th>
<th>ETC Ion with 2 Fader Wings &amp; 3 Touch Panels</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dimming</td>
<td>120 2.4 kW Strand CD-80 dimmers in a dimmer-per-circuit arrangement</td>
</tr>
<tr>
<td></td>
<td>• 20 circuits in attic</td>
</tr>
<tr>
<td></td>
<td>• 28 circuits on 2nd Balcony Rail</td>
</tr>
<tr>
<td></td>
<td>• 4 circuits on 1st Balcony Rail</td>
</tr>
<tr>
<td></td>
<td>• 22 circuits on downstage apron truss</td>
</tr>
<tr>
<td></td>
<td>• 16 circuits on upstage apron truss</td>
</tr>
<tr>
<td></td>
<td>• 18 circuits on 1st Electric</td>
</tr>
<tr>
<td></td>
<td>• 12 circuits on 2nd Electric</td>
</tr>
<tr>
<td></td>
<td>• 20 circuits on 3rd Electric</td>
</tr>
<tr>
<td></td>
<td>• Four upstage box trusses with 3 circuits each</td>
</tr>
<tr>
<td></td>
<td>• Four downstage box booms with 6 circuits each</td>
</tr>
<tr>
<td></td>
<td>• 6 circuits along upstage wall</td>
</tr>
<tr>
<td></td>
<td>• 2 circuits along edge of apron</td>
</tr>
</tbody>
</table>
**Instruments: All instruments are NOT in the air.**

<table>
<thead>
<tr>
<th>Instrument Type</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETC Source 4 Par – WFL 750 Watt</td>
<td>80</td>
</tr>
<tr>
<td>Par 64 Wide Flood - 1000 watt</td>
<td>16</td>
</tr>
<tr>
<td>ETC Source 4 – 36 degree – 575/750 watt</td>
<td>29</td>
</tr>
<tr>
<td>ETC Source 4 – 26 degree – 575/750 watt</td>
<td>23</td>
</tr>
<tr>
<td>ETC Source 4 – 19 degree – 575/750 watt</td>
<td>11</td>
</tr>
<tr>
<td>Altman 8” Fresnel – 1000 watt</td>
<td>7</td>
</tr>
<tr>
<td>Martin Mac 550 Moving Light</td>
<td>8</td>
</tr>
<tr>
<td>Martin Mac 700 Moving Light</td>
<td>6</td>
</tr>
<tr>
<td>Martin Magnum Hazer</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>5’ 12/3 Cable</td>
<td>30</td>
</tr>
<tr>
<td>10’ 12/3 Cable</td>
<td>20</td>
</tr>
<tr>
<td>25’ 12/3 Cable</td>
<td>15</td>
</tr>
<tr>
<td>50’ 12/3 Cable</td>
<td>2</td>
</tr>
<tr>
<td>Mirror Ball 20”</td>
<td>1</td>
</tr>
<tr>
<td>Sand Bags</td>
<td>30</td>
</tr>
<tr>
<td>Source 4 Doughnut</td>
<td>10</td>
</tr>
<tr>
<td>Source 4 Iris</td>
<td>25</td>
</tr>
<tr>
<td>Source 4 Pattern Holder</td>
<td>40</td>
</tr>
<tr>
<td>Source 4 Glass Pattern Holder</td>
<td>4</td>
</tr>
<tr>
<td>Two-fers</td>
<td>53</td>
</tr>
<tr>
<td>10’ tree with base</td>
<td>10</td>
</tr>
</tbody>
</table>

**Control Positions**

DMX 512 break-ins are placed in the booth and stage right. The console is run from the booth. There are several DMX nodes placed around the building for control of moving light fixtures.

**Color**

Gel supply is limited. Requests should be made in advance to check if color is in stock.
Bovard Auditorium’s house sound system is designed to create a clear sound without over-amplification by using a network of under-balcony delay speakers to fill out the sound from the main cluster, and by only sending sound to those sections of the auditorium that are occupied. The System is L-C-R and drives Subs off an Aux Send. For high-energy music or dance events additional stage stacked EAW KF850z’s with Subs create a “Concert” PA environment capable of 105db at the back wall.

Rental of Bovard Auditorium with audio staffing includes the use of this system.

<table>
<thead>
<tr>
<th>Console</th>
<th>Yamaha PM5D-RH</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- 48 mono, 4 stereo inputs</td>
</tr>
<tr>
<td></td>
<td>- 24 Auxes</td>
</tr>
<tr>
<td></td>
<td>- 8 Matrix Outputs</td>
</tr>
<tr>
<td></td>
<td>- 8 VCA’s</td>
</tr>
<tr>
<td></td>
<td>- 8 On Board Stereo Effects Engines (Verb, Delay, Plate, Chorus, etc)</td>
</tr>
<tr>
<td></td>
<td>- EQ, Compressor, Gate, Delay, HPF, LPF on each input</td>
</tr>
<tr>
<td></td>
<td>- EQ, Compressor, Gate, Delay, HPF, LPF on each output</td>
</tr>
<tr>
<td></td>
<td>- 500 Scenes Of Full Recall</td>
</tr>
<tr>
<td>Amplification</td>
<td>House Mains: 8 QSC Powerlight 4.0</td>
</tr>
<tr>
<td></td>
<td>2 QSC CX 404 4 ch</td>
</tr>
<tr>
<td></td>
<td>1 QSC Powerlight 6.0</td>
</tr>
<tr>
<td></td>
<td>Delay System: 12 QSC CX502</td>
</tr>
<tr>
<td></td>
<td>Stage Monitors: 8 QSC Powerlight 236a</td>
</tr>
<tr>
<td></td>
<td>Booth Monitors: 1 QSC CX 1102</td>
</tr>
<tr>
<td>Loudspeakers</td>
<td>Center Cluster:</td>
</tr>
<tr>
<td></td>
<td>- 6 Flown BBI HA2 12” with 40x90 pattern</td>
</tr>
<tr>
<td></td>
<td>Stereo Imaging Clusters:</td>
</tr>
<tr>
<td></td>
<td>- 4 Flown EAW KF850z 2 per side</td>
</tr>
<tr>
<td></td>
<td>- 4 EAW JF80 2 per side</td>
</tr>
<tr>
<td></td>
<td>- 4 EAW KF850z 2 per side Stage Stacked in Floor PA</td>
</tr>
<tr>
<td></td>
<td>Configuration</td>
</tr>
<tr>
<td></td>
<td>Subwoofers:</td>
</tr>
<tr>
<td></td>
<td>- 2 BBI NSJ 18” each side of Proscenium in walls</td>
</tr>
<tr>
<td></td>
<td>- 4 BBI NSJ 18” 2 per side Stage Stacked in Floor PA</td>
</tr>
</tbody>
</table>
## I. Audio System, Continued

### Configuration

Floor Front Fill Delay Ring:
- 7 EAW JF80
  1st Balcony Delay Ring
- 13 BBI HAS Passive 6 ½”
  2nd Balcony Delay Ring:
  - 4 BBI HA1 Passive 10” with 1’ Comp.
  - 8 BBI HA1M Passive 10” with 1’ Comp.
  - 2 BBI HA15M Passive 15” with 1’ Coaxial
  - 8 L-Acoustics 115XT

### Playback

- 2 Denon CD/TAPE Player
- Ipods and computers are welcome.

### Microphones

- 20 Shure SM-58 (Vocal, Instrument)
- 12 Shure SM-57 (Intruments)
- 7 Shure SM-81 (Drums, Percussion, Strings, Choirs)
- 4 AKG 414B (Piano, Drums, Horns, etc)
- 2 Shure Beta 91 (Kick Drum)
- 2 Shure Beta 52 (Kick Drum, Bass)
- 4 Shure Beta 98 (Drums, Horns, Percussion)
- 8 Shure MX202B/C (Mini Condenser Hanging Choir Mics)
- 1 Shure MX393/C
- 6 Shure UHF-R UR2 (Handheld) with SM 58 or SM87 capsules
- 6 Shure UR1 (body pack) with WL-51 lavs or countryman EG earsets

(above 6 wireless units can be used as lav or hh but not both)
<table>
<thead>
<tr>
<th><strong>5</strong> Sennheiser MD-421</th>
</tr>
</thead>
</table>

**Cable**

- Ramtech Snake
- Movable stage rack with 54 inputs with individual ground lifts
- 3-12 input breakout boxes with 65’ connecting hose
- XLR cables
  - 30 at 25’
  - 13 at 50’
  - 2 at 100’

**Others**

- 3- Whirlwind Passive Direct Input Boxes x3
- 1- 2 channel Whirlwind Passive Direct Input Boxes
- 6- Countryman Type 85 Active Direct Input Boxes
- 1- Barcus-Berry 4000 Piano Pick up

### J. Video Projection

Bovard maintains a ceiling mounted Panasonic PT-DW10000U projector. The device is mounted in a fixed position under the first balcony at house center. The image is projected on a motor controlled 40’ x 30’ screen mounted directly in front of the main stage curtain.

<table>
<thead>
<tr>
<th>Screen Dimensions</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projection screen to front of projector</td>
<td>61’</td>
</tr>
<tr>
<td>Screen Width from black to black</td>
<td>24’</td>
</tr>
<tr>
<td>Screen Width from white to white</td>
<td>23’ 8”</td>
</tr>
<tr>
<td>Screen Height to top of screen</td>
<td>22’</td>
</tr>
<tr>
<td>Screen Height to bottom of teaser</td>
<td>21’ 4”</td>
</tr>
</tbody>
</table>
### J. Video Projection, Continued

<table>
<thead>
<tr>
<th>Inputs</th>
<th>The following locations have input jacks which can be connected to our projector</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Center Stage Front Lip: VGA</td>
</tr>
<tr>
<td></td>
<td>• Center Stage 6’ Upstage of Front Lip: VGA</td>
</tr>
<tr>
<td></td>
<td>• Lighting Booth: VGA, Composite, S-Video, Component</td>
</tr>
<tr>
<td></td>
<td>• Bovard also employs an Extron ISM-482 video scaler/switcher which allows us to choose between 8 different input sources</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Playback Devices</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• <strong>Windows XP PC</strong></td>
</tr>
<tr>
<td></td>
<td>Bovard maintains a windows based PC in the lighting booth for use without projector. It is capable of both audio playback and video projection, and supports the following applications:</td>
</tr>
<tr>
<td></td>
<td>- Microsoft Powerpoint</td>
</tr>
<tr>
<td></td>
<td>- Windows Media Player</td>
</tr>
<tr>
<td></td>
<td>- Apple Quicktime</td>
</tr>
<tr>
<td></td>
<td>- Mozilla Firefox</td>
</tr>
<tr>
<td></td>
<td>Additional applications may be available, and in select cases additional applications may be installed with written permission from the Scheduling Office.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Blu-Ray Player</strong></td>
</tr>
<tr>
<td></td>
<td>Bovard has 1 Sony BDP-S350 Blue-Ray Player capable of playing Region 1 Blu-Ray Discs and DVDs. Discs encoded for other regions will not play in this player, and any client wishing to play such a Disc will need to bring their own playback device.</td>
</tr>
<tr>
<td></td>
<td>• <strong>DVD Player</strong></td>
</tr>
<tr>
<td></td>
<td>Bovard has 1 Sony DVP-NS400D DVD Player capable of playing Region 1 (US) DVDs. DVDs encoded for other regions will not play in this DVD player, and any client wishing to play such a DVD will need to bring their own DVD player.</td>
</tr>
<tr>
<td></td>
<td>The DVP-NS400D is capable of playing most DVD-R and DVD-RW discs, but given the large number of formats, disc qualities, etc. we cannot guarantee that burned DVDs will work in this player. If you are concerned about whether or not your DVD will work, contact the Bovard Production Office to arrange for it to be tested.</td>
</tr>
<tr>
<td></td>
<td>• <strong>SVHS Player</strong></td>
</tr>
<tr>
<td></td>
<td>Bovard has 1 JVC HR-S7900U SVHS Players. This player also has composite audio and video inputs for routing other analogue devices through our video system.</td>
</tr>
</tbody>
</table>
K. Amenities

DRESSING ROOMS

Bovard Auditorium has 3 dressing rooms.

<table>
<thead>
<tr>
<th></th>
<th>Stage Right A</th>
<th>Stage Left B</th>
<th>Stage Left C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access</td>
<td>Doors from SR wing</td>
<td>Doors from SL wing</td>
<td>Doors and stairs from SL Wing</td>
</tr>
<tr>
<td>Distance from stage</td>
<td>10’</td>
<td>10’</td>
<td>25’</td>
</tr>
<tr>
<td>Accommodations</td>
<td>Water Fountain, sink, makeup counter and mirrors. There is no air conditioning in any dressing rooms.</td>
<td>Sink, makeup counter and mirrors. There is no air conditioning in any dressing rooms.</td>
<td>Makeup counter, mirrors. Suitable for 1 guest artist There is no air conditioning in any dressing rooms.</td>
</tr>
</tbody>
</table>

RESTROOM

Backstage

There is one ADA accessible bathroom for performers on stage left.

Audience

Restrooms for patrons are located outside the main lobby of Bovard Auditorium.

HEATING AND COOLING

Bovard Auditorium has separate air conditioning and heating units for the house and stage.

TABLES AND CHAIRS

Bovard Auditorium stocks 4 (4’ x 8’) tables and 14 chairs. Extra tables and chairs for your event may be obtained through Facilities Management Services at (213) 740-6833, or through outside rental companies. Delivery times must be confirmed with Production Manager (213) 740-4211.

PODIUMS

Bovard has two podiums that rent for $30 each. We stock no other podiums.
L. Parking

- Parking for cars, buses, and trucks is available on campus. Arrangements must be made through parking operations, (213) 740-3575. [http://transserver2.usc.edu/finalsit](http://transserver2.usc.edu/finalsit/)

M. Loading and Unloading

- Equipment, deliveries and catering may all load in through the backstage right entrance of the auditorium. The entry way to the stage is 8’ wide and 12’ high.
- Arrangements for bringing a vehicle in to load and unload must be made through parking operations (213) 740-3575. [http://transserver2.usc.edu/finalsit](http://transserver2.usc.edu/finalsit/)
- There is no long-term parking in the loading zone. All vehicles parked for more than 20 minutes without a pass in this area will be ticketed and possibly towed.
- Loading and unloading for the facility may not take place between 8:30am and 5:00pm on week days due to restriction on motor traffic through campus. There are no exceptions.

N. Additional On-Campus Services

<table>
<thead>
<tr>
<th>Department</th>
<th>Tables, chairs, trash cans</th>
<th>Parking</th>
<th>AV equipment</th>
<th>Security</th>
<th>Catering</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilities, Operations and Maintenance</td>
<td>Transportation Services</td>
<td>Instructional Media Services</td>
<td>Public Safety</td>
<td>Auxiliary Services</td>
<td></td>
</tr>
<tr>
<td>(213) 740 - 6833</td>
<td>(213) 740 - 3575</td>
<td>(213) 740 - 3077</td>
<td>(213) 740 - 6000</td>
<td>(213) 740 - 2048</td>
<td></td>
</tr>
</tbody>
</table>

For additional information please see Stage Diagrams, Seating Chart, Light Plot, Drapery & Rigging supplemental sheets or our website [www.usc.edu/bovard](http://www.usc.edu/bovard)
### Facility Rental Rates

Each event is treated individually. These rates are only a guide and not absolutes.

<table>
<thead>
<tr>
<th>Group Classification</th>
<th>Type of Performance</th>
<th>Bovard Auditorium</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Staffing per hr</td>
</tr>
<tr>
<td>On Campus Student Group</td>
<td>Acoustic Performance</td>
<td>$77.00</td>
</tr>
<tr>
<td></td>
<td>Stage Crew</td>
<td>$100.00</td>
</tr>
<tr>
<td></td>
<td>Dance Performance</td>
<td>$151.00</td>
</tr>
<tr>
<td></td>
<td>Stage Crew</td>
<td>$100.00</td>
</tr>
<tr>
<td></td>
<td>Lecture/Conference</td>
<td>$77.00</td>
</tr>
<tr>
<td></td>
<td>Stage Crew</td>
<td>$100.00</td>
</tr>
<tr>
<td></td>
<td>Multiple Act Performance</td>
<td>$132.00</td>
</tr>
<tr>
<td></td>
<td>Stage Crew</td>
<td>$100.00</td>
</tr>
<tr>
<td></td>
<td>Music Performance</td>
<td>$132.00</td>
</tr>
<tr>
<td></td>
<td>Stage Crew</td>
<td>$100.00</td>
</tr>
<tr>
<td>On Campus Department</td>
<td>Acoustic Performance</td>
<td>$100.00</td>
</tr>
<tr>
<td></td>
<td>Stage Crew</td>
<td>$159.00</td>
</tr>
<tr>
<td></td>
<td>Dance Performance</td>
<td>$100.00</td>
</tr>
<tr>
<td></td>
<td>Lecture/Conference</td>
<td>$100.00</td>
</tr>
<tr>
<td></td>
<td>Multiple Act Performance</td>
<td>$139.00</td>
</tr>
<tr>
<td></td>
<td>Stage Crew</td>
<td>$115.00</td>
</tr>
<tr>
<td></td>
<td>Music Performance</td>
<td>$139.00</td>
</tr>
<tr>
<td></td>
<td>Stage Crew</td>
<td>$115.00</td>
</tr>
<tr>
<td>Off Campus Group</td>
<td>Acoustic Performance</td>
<td>$105.00</td>
</tr>
<tr>
<td></td>
<td>Stage Crew</td>
<td>$130.00</td>
</tr>
<tr>
<td></td>
<td>Dance Performance</td>
<td>$167.00</td>
</tr>
<tr>
<td></td>
<td>Stage Crew</td>
<td>$130.00</td>
</tr>
<tr>
<td></td>
<td>Lecture/Conference</td>
<td>$105.00</td>
</tr>
<tr>
<td></td>
<td>Stage Crew</td>
<td>$130.00</td>
</tr>
<tr>
<td></td>
<td>Multiple Act Performance</td>
<td>$146.00</td>
</tr>
<tr>
<td></td>
<td>Stage Crew</td>
<td>$130.00</td>
</tr>
<tr>
<td></td>
<td>Music Performance</td>
<td>$146.00</td>
</tr>
<tr>
<td></td>
<td>Stage Crew</td>
<td>$130.00</td>
</tr>
</tbody>
</table>

The SCheduling Office may choose to add extra stage crew based on their experience with similar types of events. House staff rate estimated at audience 500 or less for bottom floor only.
RIGGING DIAGRAM

Bovard Auditorium
Production Desk - 213.740.421
Fax - 213.740.8157
Email - bovard@usc.edu
Web - www.usc.edu/bovard

UNIVERSITY OF SOUTHERN CALIFORNIA
USC Bovard Auditorium 1st Balcony Seating Chart
FULL STAGE CONFIGURATION - Capacity - 365
USC Bovard Auditorium
2nd Balcony Seating Chart
FULL STAGE SEATING CONFIGURATION – Capacity – 376
Box Truss
(Bottom pipe 15ft from deck)

Both trusses are 12 in.
triangular truss hung center point down. Both have the
capability to fly

Slate Pipe (x4)
(Bottom hung 8ft vertically off deck)

USC Bovard Auditorium
(213) 744-4211
www.usc.edu/bovard

Circuit Layout

Drawing is not to
scale

Drawn by: Matt Phillips
Lighting Director
(213) 744-8152
bpo-tech@usc.edu
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