

Johnson Symposium

Booking Schedule

The Johnson Symposium (JS) is available for use to all individuals, organizations and corporations on a non-discriminatory basis under the terms and conditions set forth in Operating Guidelines and Rental Agreements. Facilities are booked according to the following priority of programs. This booking schedule may be superseded by formal, written agreements made with Victoria College.

I. Victoria College Academics

A. Fine Arts

1. Final reservations for Fine Arts classes and recitals are to be scheduled and confirmed by two weeks before the first day of each academic semester.
2. Dates for Fine Arts performances from previous years will automatically roll to the next academic year, with individual dates to be confirmed by VC Fine Arts by Apr. 1 of each year. New Fine Arts performances are to be requested by Apr. 1 for the next fiscal year and confirmed by JS staff by Apr. 15.
3. VC Fine Arts events in partnership with community organizations are to be scheduled up to 1 year in advance. Partnership events are to be approved via a VC process before final confirmation.

- B. Non-Fine Arts classes requiring the facility's capacity and/or unique resources are to be scheduled and confirmed by two weeks before the first day of each academic semester.

II. All other Victoria College activities

- A. VC performing arts, cultural, and Lyceum events with a projected attendance of 100+ will have booking priority. These may be requested up to 6 months in advance in coordination with the VC Department Chair of Arts and the Executive Director of Cultural Affairs.
- B. Other VC activities (program ceremonies, meetings, etc.) are booked on a first-come, first-served basis and may be requested on or after the first day of each semester. These activities are not booked beyond the current semester. If another suitable campus room is available, these may be pre-empted by revenue-producing Priority III events.

III. External Events (requests made via the JSC Usage Request Form)

- A. Recurring cultural events – those events that have been held at JS for numerous consecutive years, and that have a well-established audience of 100+ for each

performance or presentation will have booking priority. These may be requested up to 1 year in advance in coordination with the VC Department Chair of Arts and the Executive Director of Cultural Affairs.

- B. Individuals and entities external to VC are booked on a first-come, first-served basis and may be requested on or after the first day of each semester. These activities are not booked beyond the current semester.

Booking Process

VC academic classes are to be scheduled via Banner.

VC Fine Arts recitals are to be entered into EMS by the Fine Arts administrative assistant at least two weeks before the first day of each academic semester.

VC Fine Arts performances new to JS are to be requested via the JS usage request form.

VC Fine Arts partnership events are to be requested via the JS usage request form. All partnership events, Fine Arts or otherwise, are to be approved via an approved VC process (venue routing form, MOU, or other agreement) before final confirmation.

All other VC activities and external events are to be requested via the JS usage request form. A VC sponsorship request form should be submitted for those external events seeking sponsorship.

JS staff will gather information and generate a usage agreement for all events other than academic classes.

Staffing Guidelines

Academic classes will be staffed and resources managed by academic personnel, including lights and sound. All academic personnel managing classes in JS must be willing and able to be trained on and operate the equipment necessary for their class. JS staff will ensure that the facility is set to house standard before class begins; academic personnel will be responsible for opening the room, returning the facility to house standard, and ensuring that all doors are locked upon leaving. JS staff will coordinate HVAC and custodial.

For all other activities, JS staff will coordinate resources, open and close the room, and operate equipment. JS staff will return the facility to house standard after each event.