



HANCHER AUDITORIUM Programming Policies

GENERAL POLICIES

1. The Hancher Auditorium Programming Team, consisting of the Executive Director, Director of Operations and the Programming Director, shall be responsible for scheduling all events located in Hancher Auditorium. The Director of Operations will coordinate the booking calendar with all university, non-university non-profit, and non-university for profit Hancher users.
2. All performances where tickets are sold will be reserved seating or general admission seating shall not exceed the net seating manifest.
3. Hancher Management maintains the right to schedule the use of Hancher as it deems is in the best interest of Hancher and the University of Iowa.
4. Hancher may require a non-refundable deposit to hold certain event dates. The deposit amount will be quoted to each client prior to holding the event date. Prior to hosting an event, all clients may be required to complete a credit application.
5. All event related catering must be coordinated through the Hancher contract caterer, which is currently University of Iowa Catering.
6. All clients who require the use of tickets will be required to use Hancher's contracted ticketing provider, AudienceView, unless the client has prior written approval from Hancher Management.
7. Hancher reserves the right to adjust any rental rate as it deems to be in the best interest of the University of Iowa and Hancher.
8. Hancher shall receive a commission on the sales of novelties and merchandise and reserves the right to negotiate the commission rate. Hancher reserves the right to prohibit the sale of any item in Hancher. Free samples of food, beverage, product, or literature may not be distributed without prior written approval from Hancher Management and may be subject to the University of Iowa/Hancher Distribution of Literature, Informational Protests, and/or Demonstrations Policies.
9. Hancher Management reserves the right to protect any event dates it deems to be important to the overall mission of the university and/or Hancher. Hancher reserves the right to challenge any unconfirmed event dates. Upon notification, the client whose date is being challenged will be given one business day to confirm their date. A non-refundable cash deposit will be required to hold a challenged date.
10. Smoking is not permitted in any of the buildings or on the grounds of the University of Iowa.
11. All building alterations or special projects proposed by Lessees of Hancher must be approved in writing by Hancher Management.
12. Hancher Management reserves the right to adjust policies when in the best interest of the University of Iowa and Hancher.



SCHEDULING PRIORITY GUIDELINES

1. First Priority for scheduling dates is provided to the University of Iowa Presidents Office, which includes University of Iowa commencement exercises.
2. Second Priority for scheduling dates is provided to the University of Iowa, Division of Performing Arts (DPA), which includes School of Music, Dance, and Opera.
3. Third Priority for scheduling dates is provided to Hancher Performing Arts Season.
4. Fourth Priority is provided to all other University of Iowa academic departments, recognized student organizations, University committees, non-academic departments, and the Center for Conferences and Institutes.
5. Fifth Priority is provided to off-campus organizations, groups, and individuals.

VENUE SPECIFIC GUIDELINES

1. Hancher Management may negotiate with any and all university clients to move their dates for commercial contemporary rock, pop, country, or other potential revenue generating events.
2. Hancher Management reserves the right to negotiate event dates at any time during the year.
3. Reservations will be made in the order in which they are received and entered into the scheduling system based on available space.
4. University sponsored programs and events can be tentatively scheduled indefinitely into the future. However, confirmation of dates can only occur within the scheduling priority hierarchy.

