

**MIAMI  
UNIVERSITY**

**SPECIAL  
FACILITIES**

**MILLETT  
HALL  
INFORMATION**

2/7/2008

**MILLETT HALL  
GUIDELINES FOR USE**

1. The facility is intended to be used as a multi-purpose arena with the capability of serving from 1000 to 10,000 people at a specific event. Athletic events (intercollegiate), performing arts, lectures, and exhibitions are the primary types of events.
2. The facility is not to be used for regularly scheduled academic activities.  
    Exceptions:   Room 246 (auditorium seating for 90).  
                  Assigned ROTC classrooms
3. The building is designated a smoke-free space under Miami University Policy and Information Manual 16.15. **There are no exceptions.**
4. Scheduling of the facility based on guidelines 1 and 2 will be handled by the Office of Special Facilities, Room 9, Student Athlete Development Center, 513-529-3355. See addendum for **Reservation Process for Special Facilities.**

Spaces which can be reserved include:

<u>Room/Area</u>	<u>Capacity</u>
Arena	10,000
Auxiliary Gym	100
Room 246	100
Concourse	Varies
Dressing Room (102)	50
Dressing Room (260)	50
Dressing Room (266)	2
Dressing Room (267)	2
Outside Millett (must also get permission from Campus Services)	

5. All major configurations (from normal) of the arena will be performed by the assigned building staff only. All positioning of the portable equipment (i.e. music stands, chairs, risers, podiums, etc.) will be the responsibility of the user.
6. All lighting and sound needs must be approved in advance by the Special Facilities Office. Due to staffing and equipment considerations, it may be difficult to honor last minute changes or requests.
7. Operation of all building systems (lighting, sound, projection, stage lift, etc.) is restricted to the trained operations staff.

8. There will be no unsupervised use of the arena. The building staff will be present and on duty during all times the arena is open (games, rehearsals, performances, lectures, etc.) to any group.
9. The Office of Special Facilities must approve all signs and posters hung in the building.
10. Restrictions for use of the arena for talent shows include:
  - No liquids or food
  - Cannot break items that require clean up or create an unsafe situation
  - No nudity
  - No vulgarity
  - Must treat equipment with respect
  - No smoking or fires
11. All sponsoring departments/campus organizations will be required to pay for any overtime costs for the set-up, production and space restoration associated with their activity. The Office of Special Facilities **upon request** will provide an estimate of costs. A current university account number to be charged must be communicated to the Office of Special Facilities at least two weeks prior to the event. The account number charged will reflect **actual** costs incurred by the event.
12. Non-university groups will be required to pay a facility rental fee to be determined by the Vice President of Business and Finance.
13. Ticket sales, ticket collection, ushering and coat-check services are the responsibility of the user.
14. Audio-visual requests may be made through the Audio-Visual office (529-6015).
15. Special services for persons with disabilities may be requested in advance through the Office of Disability Resources, Room 19, Campus Avenue Building, 529-1541.
16. The Office of Special Facilities reserves the right to determine the appropriateness of any request for use of the facility.
17. Rehearsals for any event will be limited to one additional day (other than the day of the event) in the arena.
18. Scheduling priority for use of facilities must adhere to the **SPECIAL FACILITIES GROUP SCHEDULING PRIORITY LIST** (see addendum).

**MILLETT HALL**  
**MIAMI UNIVERSITY**  
**CONCERT INFORMATION**

**Facility:** Millett Hall

**Address:** 500 E. Sycamore St.  
Miami University  
Oxford, Ohio 45056

**Phone Numbers:**

Michael D. Owens, Director of Special Facilities	513-529-3355
Bob Bennett, Mgr. of Special Facilities	513-529-3356
Brad Clark, Technical Director	513-529-8012
Gary Manka, Concert Board Advisor	513-529-2266
Facility Scheduling	513-529-3355
Millett Hall Fax Machine	513-529-8020

**Millett Hall Capacity:** Can be scaled from 2,500 to 10,900

**Fire Regulations:**

The fire lane behind the facility (north end; loading dock) must be kept clear at all times.

All emergency exit lights must remain on at all times.

Cables may be run down the aisles if taped or dressed.

Hallways must remain clear and NO exits can be blocked.

Pyrotechnics require local approval; no open flames.

**Other Regulations:**

The following announcement must be read from the stage prior to the concert:

**“No smoking, alcohol, cameras or recording devices permitted, and no readmission to the arena is allowed.”** The no smoking or alcohol restriction applies to all parts of the building including the dressing rooms.

Miami University Policy and Information Manual 16.1 governs possession or consumption of alcohol in the building. Advance written approval to serve alcohol must be obtained from the Vice President of Business and Finance.

No open bottles or cans on stage; liquids must be in plastic or paper cups.

House lights do not go black; the minimum setting is 20%. Please do not ask us to alter this setting.

**Tickets:**

Tickets for events are coordinated through the University-sponsored group and the Shriver Center Box Office.

**Staging Specifications:**

The stage is constructed of Mitchell portable staging which comes in 4' x 8' x 30" modules.

The house has 148 stage sections in the facility.

Maximum stage size: 40' x 60' x 5' (no sound wings)  
40' x 48' x 5' (with 12' x 16' sound wings)

40' from the top of the stage to the ceiling.

90' floor width (must allow for 6 foot aisles on both sides for fire egress).

**Power Specifications:**

400 amps - 3 phase, located within 150' of right of stage. (1016 Cam-Locks or tails)

200 amps - 3 phase, located within 150' of left of stage. (1016 Cam-Locks or tails)

100 amps - 3 phase, shore power. (Tails only)

**Spotlights:**

2 Lycian 1290 Spotlights with color booms for 6 color frames.  
Suspended from ceiling, center stage, south end

4 fixed platforms at 45 degree angles to stage are available for rented spots.  
Availability of platforms is dependent upon stage location.

**Spotlight Operators:**

Miami University and Millett Hall is not a union shop. Qualified (to be determined by Special Facilities staff) operators are provided safety belts and access to platforms.

**Other Specifications:**

Mix location is on the arena floor, normally 75' to 120' from stage. Mix platforms are available in 8", 15" and 24" heights.

Distance from floor to ceiling beams is 44 feet.

Eight Clearcom headsets and belt packs are available.

A cold water outlet and drain are available in the backstage area.

By order of the University Fire Marshal, food preparation through use of any type of cooking appliance is prohibited.

**Piano:**

There is a Grand Piano (9 foot) available. A piano tuner is also available. Please notify us at least 2 weeks in advance if services are required.

**Loading and Unloading:**

Overhead door clearance is 11' 6".

Backstage floor capacity is 4 tons.

Forklift with operator is available.

Make: Nissan

Capacity: 4000 lbs. to 14 ft. (max.)

**Note: Trucks are NOT allowed to enter the building. Truck parking is available.**

**Dressing Rooms:**

2 Large Dressing Rooms

Mirrors

Lavatory room (toilets and sinks, no showers)

Chairs and couches available

2 Small Dressing Rooms

Mirrors

Lavatory room (toilets and sinks, no shower in one)

Shower in one small dressing room

Chairs and desk are available

Additional Locker Rooms with showers **may** be available.

**Rigging:**

Trusses and other equipment may be flown in the arena dependent upon weight. Exact requirements must be discussed in advance with the Office of Special Facilities.

**ADDENDUM TO CONTRACT  
MILLETT HALL  
MIAMI UNIVERSITY  
OXFORD, OHIO**

The following conditions for use of Millett Hall at Miami University in Oxford, Ohio must be approved, accepted and met by the “Artist” and any representative of the “Artist” as well as all personnel hired by the “Artist” and any representative for all concerts and Special Facilities held in the facility. Failure to do so may result in immediate cancellation or termination of the “Artist’s” event.

**Millett Hall/Miami University Policies**

- Smoking is not permitted in any Miami University (including Millett Hall) facility.
- Consumption or possession of alcoholic beverages is not permitted Millett Hall unless approved by the Vice President of Business and Finance (per MUPIM 16.1).
- Millett Hall reserves the right to control house lights within the facility. House lights will not be dimmed below 20% for any reason.
- Keys to the facility will not be loaned out unless permission has been given by the Office of Special Facilities.
- Festival (open floor) seating is not permitted.
- Should University Police be hired for the event, please note that they are required to carry weapons.

Millett Hall has the following services available for use by the Sponsoring (Promoter) Group:

- The building is fully heated and air-conditioned.
- 400 amp, 3 phase electrical service for lights; 200 amp, 3 phase electrical service for sound; 100 amp, single phase electrical service for shore power. Sound and light power is located 150 feet from stage front. Cam-lock (1016) or pigtailed can be used to connect sound and lights; shore power requires tails only.
- Rigging loads must be approved by the Office of Special Facilities prior to load-in.
- There are 2 large Dressing Rooms (approximately 1300 sq. ft. each) including toilets and sinks in each (there are no showers). There are full mirrors along with dressing lights and tables.

- There are 2 small Dressing Rooms (approximately 150 sq. ft. each) including a toilet and sink in each. One small Dressing Room has 2 showers. The other small Dressing Room has 2 phone jacks (activated by the Miami University sponsoring group).
- There are no laundry facilities available within the building.
- The Loading Dock (located on the north end of the building) is ground level. A forklift with certified operator is available. The loading dock doors into the facility are a maximum of 11 feet, 6 inches high.
- There are two Lycian 1290 Spotlights (with Xenon lamps) located on a spotlight platform, center of house, south end of the arena floor. Additional platforms (4) are located on the east and west walls of the arena.