

LEAHY HALL

Jefferson Auditorium

Capacity: 180 lecture
100 dining with DJ and dancing
250 standing reception
150 dining served
130 dining buffet

Recommended Events:

- Lectures and general assemblies
- Presentations/seminars
- Performances/rehearsals
- Dining events
- Events requiring open space

Set Up: Submit a work order

Food Service: Yes

Accessible: Yes – elevator and wheel chair lift available

Specifications:

- 150 chairs
- Tables:
 - 5 – 72” rounds; 8 – 60” rounds; 3 – 48” rounds
 - 4 – 6’ long; 5 – 8’ long
- A microphone for general use is available by submitting a work order to the Facilities Operations
- Stage lighting, sound and piano information for performances provided by the Liva Arts Company. Rental information is available on the next page.
- Stage dimensions are 23 ft. x 13 ft
- Manual stage curtain is available
- Teleconferencing capable – a call needs to be placed to the Technology Support Center confirming connection at least one week in advance
- The building is accessed by Royal Card and closes at 11 PM.

Building Code: LEA

Room Code: AUD

Jefferson Auditorium Equipment Rental

Lighting:

Standard Fee: \$50.00

Technician Fee*: \$10/hour (includes 1 hour of set up and 1 hour of strike)

Sound:

Standard Fee: \$50.00

Technician Fee: \$10/hour (not assessed if lighting is rented)

Piano:

Standard Fee: \$50.00

Organizations wishing to use Jefferson Auditorium in Leahy Hall should be notified that reserving the room does not provide them with stage light. Should they require the use of the stage; the Liva Arts Company will provide that equipment and the staff necessary to operate it for the above fees.

All “standard fees” are payable to the Liva Arts Company club account. The “technician fee” is payable, in full, to the student monitoring the equipment at that event.

* The technician will be a trained member of the Liva Arts Company’s Technical Crew.

To arrange for these services please contact Patricia Cummings in Student Affairs at ext. 5441.