

CHAIFETZ ARENA SCHEDULING POLICY

PURPOSE

The purpose of the Chaifetz Arena scheduling policy is to establish priorities to maximize usage of Saint Louis University's multi-purpose arena while respecting the primary needs of the athletic programs scheduled to compete in the facility. The arena complex will provide an on-campus venue for the successful operation of a Division I Athletics program, serve as an event space for other University events, and provide a venue for external revenue-producing events. Chaifetz Arena management will balance the needs and desires of the Saint Louis University Athletic Department, and other University departments against the economic impact on Saint Louis University. Any changes or exceptions to this scheduling policy must be approved by the SLU Arena Policy Committee (SAPC). The SAPC is comprised of the University's Provost, Vice President & Chief Financial Officer, Vice President for Student Development, Athletic Director, and Assistant Vice President of Business Services, as well as the General Manager of Chaifetz Arena. The University President is the final authority on all policy and scheduling decisions.

Saint Louis University reserves the right to deny rental or vendor requests from individuals, organizations, or businesses which would use access to University facilities to engage in activities deemed to be inconsistent with the values and goals of the mission of the University. The Vice President for Mission and Ministry will serve as a resource to the SAPC when questions arise about the appropriateness, in light of the University's mission, of making the Arena available for certain events.

SCHEDULING PRIORITY

First-Priority Events

- 1) Saint Louis University Spring and Winter Commencements (to include pre-commencement activities as needed)
- 2) Top Revenue-producing Arena Events
- 3) Billiken Intercollegiate Men's and Women's Basketball games

The *first priority* for scheduling Chaifetz Arena facilities is to make dates available for Saint Louis University Spring and Winter Commencements, Top Revenue-Producing Arena Events and Intercollegiate Men's & Women's Basketball games.

- A. During the NCAA season the primary location for team basketball practices will be in the practice court facility. Every effort will be made to make the main arena available for basketball practice the day immediately before regular and post-season games. Arena management will also make available the main arena for practice on days which do not occur immediately before an intercollegiate regular or post-season game whenever reasonably possible. Please note that NCAA and conference-sanctioned tournament practice days are considered event days. Paid main arena events will have priority over all practice times, including days immediately prior to game days. During the NCAA competitive season, Arena Management will make basketball the default arena setup whenever multiple non-event days are available leading up to a confirmed intercollegiate game.
- B. Visiting teams scheduled to compete against SLU teams may utilize the main arena floor, when available, for practice. Main arena educational activities, paid events, and other SLU activities shall have priority over visiting-team practices on non-competition days. In the event the main arena is not available for visiting-team practice, the athletic department will allot time for the visiting team in the practice facility. The main arena floor will be available for home- and visiting-team practices on competition days.

Facility and space commitments for *first-priority* events and activities may be made as far in advance as is necessary or appropriate, and may supersede requests by *second-priority* events and activities scheduled more than 6 months from the event date.

Arena management reserves the right to block dates to allow sufficient time to schedule first-priority events.

Second Priority

- 1) Top Revenue-producing University Events (including Student Development Events)
- 2) Men's and Women's Summer Basketball Athletic Camps

Second priority is to make dates available to promoters, agents, tour directors, the Office of Student Development (including the Homecoming concert), amateur and professional sports officials, and other University departments to promote top revenue-producing arena events. Arena Management will make available up to 12 days for the men's and women's summer basketball athletic camps each year. Should additional athletic camp dates be requested, arena management will grant those dates based on calendar availability under third-priority status.

Facility and date-scheduling commitments for *second-priority* events and activities made in advance of receiving the intercollegiate athletic schedules are subject to change to accommodate *first-priority* events unless previously confirmed with the Athletic Director.

For activities which are considered to be competing for the same audience and/or ticket buyers (concerts, ice shows, tractor-pulls, circuses, etc.), arena management may maintain a waiting period before and after an existing event competing for essentially the same patrons. The waiting period should be established according to acceptable industry standards, depending on the event. Furthermore, the management may, at its own discretion, limit the number of competing activities presented during any given period.

Third Priority

- 1) Flat shows; tradeshow, expositions, consumer or public exhibitions
- 2) Non-revenue-producing University Events (including Student Development events)
- 3) Banquets, meetings, and educational forums
- 4) Additional Billiken Coaches' camps and clinics

Third priority is to make dates available for additional coaching camps and clinics (beyond second-priority dates), consumer or public exhibitions, tradeshow, speaking engagements, special events, banquets and meetings using the entire arena, dances, and other activities. Facility and date-scheduling commitments for *third-priority* events and activities made more than twelve (12) months in advance are subject to change to accommodate *first-priority* events and may be asked to move their dates to accommodate *second-priority* events.

Contracts for *third-priority* events will not be issued more than twelve (12) months in advance of the date(s) of the event.

For activities which are considered to be competing for the same audience and/or ticket buyers (auto shows, antique shows, home shows, flea markets, business expos, etc.), the Arena management may maintain a waiting period before and after an existing event competing for essentially the same patrons. The waiting period should be established according to acceptable industry standards, depending on the event. Furthermore, the management may, at its discretion, limit the number of competing activities presented during any given period.

Fourth Priority

Fourth priority is to make dates available for events using only the Multi-Purpose Room(s), Club, Concourse, and Lobbies, and recreational sports activities using the arena. Upon permission from the General Manager's office fourth-priority events may have access to open times not occupied by *first-*, *second-*, and *third-*

priority events and may be bumped at any time in favor of a *first-*, *second-*, or *third-priority* event.

SCHEDULING

In order to hold a date(s), the lessee must indicate the exact name of the act/event involved. A substitution of the act/events for a date(s) voids the hold.

In the process of scheduling dates, the following terms and definitions shall apply to scheduling commitments:

TENTATIVE

First Hold - Requests for tentative date(s) that are made inside twelve (12) months of the event are held for two (2) months, after which time arena management reserves the right to request the date to book another event on the date(s) being held, with notification to the potential lessee. Those desiring date(s) to be held more than two (2) months without an executed contract should make a request to arena management and, with management's approval, may be granted up to a one (1)-month extension.

Potential lessees shall not assign or transfer any right or interest in tentative hold dates, including, without limitation, the right to receive any payment without Management's approval of such assignment. Any such assignment without approval of Management shall be null and void.

When a contract is fully executed and the appropriate deposit is received, tentative dates then receive the status of *confirmed*.

Second Hold - Facility and date(s) reserved on a second hold are held pending execution of a contract or the release of the first-hold dates. In the event the first-hold dates are released, second-hold dates receive first-hold status upon notification to the second party.

CHALLENGES

If a potential lessee makes a request for a tentative date being held by another party, that party will be given a second hold. If the party requesting the second hold wants to challenge the date(s), Arena Management will give the first-hold possessor written notice of the challenge and the first-hold possessor will have forty eight (48) hours to make a non-refundable deposit pursuant to the deposit schedule. Upon payment of the deposit, the first-hold possessor will be granted the date and will have fourteen (14) days from the date of receipt of the deposit

to sign and return a contract. If the executed contract is not received by the Arena within 14 days, the date will then be made available to the second-hold possessor. The second-hold possessor will have forty eight (48) hours from the receipt of written notice of the availability of the date to return a signed contract and make a non-refundable deposit of \$_____ toward the basic facility rental fee.

HOLD SEQUENCES

When two (2) potential lessees are vying for the same act, the promoter who signs the act receives the contract for the date(s) regardless of the hold sequence.

CONFIRMED

The Arena and dates are considered confirmed only upon execution of a Chaifetz Arena Contract, including appropriate deposit, by the event sponsor and the Arena Manager specifying all details of the commitment.

Upon preparation of the contract, two originals and a cover letter will be mailed to the event sponsor. From the date of the cover letter, the Arena will continue holding the date(s) without a properly executed contract for fourteen (14) days. If the executed contract is not returned within this time limit, the Arena may contract with other parties for the use of the building on the same date(s), with notification to the potential lessee. The originals must be signed and returned to the Arena with the required deposit. The Arena Manager will then sign and return one fully executed contract to the licensee.

If the properly executed contract, deposits, and insurance certification are not in the office of the Arena Manager fourteen (14) days prior to the event, the Arena reserves the unqualified right to cancel the event. Persons booking events less than fourteen (14) days out must provide the aforementioned materials upon the booking date.

No variance from the Arena's contract may be made in any case except upon prior written approval of the Arena Manager. All requests for changes to the contract must be received at least fourteen (14) days prior to the event.

STUDENT DEVELOPMENT EVENTS

Student event committees will also be subject to the above arena scheduling priorities and hold procedures with respect to booking concerts, speaking engagements, and other special events. Committee chairs must work with the

Office of Student Life and their respective staff/faculty advisors. Building contract and event settlement signatures for student events will be subject to University protocols.

PRACTICE COURT

Arena Management may request use of the practice court from SLU Athletic Director if the space is to be a critical component of an event's program. This request will only be made during the off-season or in-season if the three teams that use the space (volleyball, men's/women's basketball) are either on the road, traveling, or have a scheduled day off. Practice court events will not take priority over the scheduled practices of the above teams.

NOTE:

Please contact the Chaifetz Arena General Manager for rental rates and fee schedule.