

THE ROBERT AND MARGRIT MONDAVI  
CENTER FOR THE PERFORMING ARTS  
Scheduling Policy  
May 2023

**Mission of The Mondavi Center for the Performing Arts**

Illuminate. Educate. Connect.

**Use of the Mondavi Center for the Performing Arts (Mondavi Center)**

The Mondavi Center is primarily for the presentation and production of quality performing arts programs. The use of the facility will be in keeping with the academic mission of the University, and the Mondavi Center. Other applicable policies can be found in section 270 of the UC Davis Policy and Procedure Manual, as well as policies outlined in the rest of this document and related documents.

**MONDAVI CENTER FOR THE PERFORMING ARTS SCHEDULING CATEGORIES**

Consistent with the mission and principles of the Mondavi Center, scheduling priority and practice will be a cooperative effort between the Center and Event Sponsors.

**Resident Users: Mondavi Center Presents and the UC Davis Department of Music**

The first priority for the use of the Mondavi Center is for Mondavi Center Presents and the Department of Music.

Scheduling

No set time for advanced booking

**Annual University Events**

The second priority for the use of the Mondavi Center is for annual, University-wide events.

Criteria:

- An Event with University-wide impact, i.e., Commencements and Orientations
- All event costs must be paid through a university account number

Scheduling

- 12 to 24 months in advance

**UC Davis Performing Arts Programs**

The third priority for the use of the Mondavi Center is for established UC Davis performing arts programs or Registered Student Organizations.

Criteria

- UC Davis department
- Campus Cultural program or registered student organization performance events
- Established a designated “annual event” status and an established record of use with the facility

### Scheduling

- 6 to 24 months in advance.

### **Regional Performing Arts and Public Education Organizations**

The fourth priority for the use of the Mondavi Center is for regional arts producing or presenting organizations and public educational institutions.

#### Criteria:

- Have a designated “annual event” status and an established record of use with the facility
- Leading professional arts producing companies recognized as tax-exempt 501(c)(3) organizations
- Educational Institutions as recognized by the State of California
- Booster Organization supporting Educational Institutions Arts program

### Scheduling

- Up to 12 months in advance
- **Starting May 1, prior to the start of the next academic year.**

### **Campus Community**

The fifth priority for the use of the Mondavi Center is for Campus Community Events. Dates will be scheduled on a first-come, first-served basis.

#### Criteria:

- UC Davis department, campus organization, or campus constituent organization.
- All event costs must be paid through a university account number.
- Event must be demonstrably for the benefit of the campus organization.

### Scheduling

- 4 to 11 months in advance.
- Starting May 1, prior to the start of the next academic year

**All open dates will be available for booking after May 1, prior to the start of the next academic year.**

### **All Other Rentals**

The Mondavi Center does not accept reservations from organizations, including commercial promoters or other non-profit event sponsors other than what is outlined above.

### **Cancellation Policy**

Once an event date or series of dates has been confirmed and the contract has been issued, the sponsor is subject to pay a deposit equal to the facility use costs for the reservation. In the event of a cancellation, the sponsor will pay a prorated cancellation fee when cancellation is less than 90 days prior to the Event. In no case will the fee be waived for event cancellation.

### **Calendar Cycle (Season)**

A ten-month period that follows the academic calendar