

**Katzen Arts Center**  
**Limitations on Use of Performance Venues: Dates**

**Category I**      **On the following dates, The Katzen Arts Center will be closed. No performances, rehearsals, meetings, production work, or any other kind of activity will be scheduled in the venue. Any exception to this **policy** requires a compelling written proposal submitted not less than 6 weeks prior to the requested date. Requests require approval from the Facilities and Production Manager (herein referred to as “Center”). Such approval will be rare.**

New Year’s Eve/Day	Dec. 31 and Jan. 1
Memorial Day	The last Monday in May
Independence Day	July 4
Labor Day weekend	The first Monday in September and the Saturday and Sunday prior
Thanksgiving	The fourth Thursday in November
Thanksgiving break	The Friday Saturday and Sunday following Thanksgiving
Christmas Eve	December 24
Christmas Day	December 25
Winter venue prep	December 26 – December 31

**Category II**      **The Center will generally try to avoid scheduling use of the Katzen Arts Center for events or performances on these dates because traffic control, parking, and staffing challenges on these dates. Although it is preferable to close the venue on these dates, rehearsals or production work may be scheduled. Programs scheduled on these dates require specific approval of the Center. At the time of the approval request, the Center will provide the requestor with specific information about the challenges that they will face on a date specific basis.**

Martin Luther King Day	The third Monday in January
Spring Break	2 <sup>nd</sup> or 3 <sup>rd</sup> week in March (Sun-Sat)
Special Events in DC	TBD annually

**Category III**      **On these dates, the Katzen Arts Center will be closed. No performances, rehearsals, meetings, production work, or any other kind of activity will be scheduled. The dates will be established before the reservation process is open to nonresident users.**

- 3 days of student training in the fall, the first week of the semester
- 3 days of staff training in the winter just prior to the start of the semester
- 1 week of time (can be staggered throughout the year) for scheduled maintenance

**NOTE:** On the University’s commencement dates in May, only commencement related activities will be scheduled in the Katzen Arts Center.

Since the Performing Arts and Art Departments schedules are influenced by both the University calendar and religious holidays, this entire **Policy** will be reviewed annually and adjustments made as necessary.