

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: 2nd or 3rd 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.