Goode Theatre
& Brock Commons
Rental Information

Justin McLawhorn, Facilities Manager
757.683.3382
jmclawho@odu.edu
Facilities Rental
As the Goode Theatre & Brock Commons are separate facilities with different needs, they are governed by separate policies, procedures, and operating practices. Make sure to do due diligence in ensuring all policies and procedures are followed for the facility you rent.

Goode Theatre
A flexible performance space, the Goode Theatre may be set up in a variety of configurations, including a standard proscenium theatre, thrust stage, or arena seating. Standard venue amenities such as dressing rooms and a greenroom are also provided.

Included with your rental:
- Consultation
- Tables + Chairs/Stools
- Podium/Lectern
- Microphone(s) + Amplified Sound
  - Additional labor fee
- Stage Lighting
  - Additional labor fee
- Dressing Rooms
  - 2 upstairs, 1 downstairs
- LED Marquee Posting

Brock Commons
A versatile outdoor space, the Brock Commons provides a blank canvas for your event. The open-air atmosphere is perfect for cultural festivals, public art displays and demonstrations, pop-up performances, and more. Brock Commons is governed by additional noise ordinances and maintenance procedures.

Included with your rental:
- Consultation
- Podium/Lectern
- Microphone(s) + Amplified Sound
  - Additional labor fee
- Stage Lighting
  - Additional labor fee
- LED Marquee Posting
**Rates**

<table>
<thead>
<tr>
<th>Rental Package</th>
<th>Includes use of</th>
<th>Commercial</th>
<th>Non-Profit</th>
<th>ODU Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goode Theatre</td>
<td>Theatre, Lobby, Greenroom, Dressing Rooms, Sound/Lighting equipment</td>
<td>$400/day</td>
<td>$300/day</td>
<td>Labor fees only</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$50/hr</td>
<td>$35/hr</td>
<td></td>
</tr>
<tr>
<td>Rehearsal Space</td>
<td>Theatre, Greenroom, Basic sound/lighting equipment</td>
<td>$300/day</td>
<td>$200/day</td>
<td>Labor fees only</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$35/hr</td>
<td>$25/hr</td>
<td></td>
</tr>
<tr>
<td>Goode Theatre</td>
<td>Lobby, Greenroom, Sound equipment</td>
<td>$200/day</td>
<td>$100/day</td>
<td>Labor fees only</td>
</tr>
<tr>
<td>Lobby</td>
<td></td>
<td>$25/hr</td>
<td>$15/hr</td>
<td></td>
</tr>
<tr>
<td>Brock Commons</td>
<td>Sound equipment</td>
<td>$200/day</td>
<td>$100/day</td>
<td>Labor fees only</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$25/hr</td>
<td>$15/hr</td>
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</tbody>
</table>

**Labor:** Required stage labor is compensated at $12.00 per man-hour (four hour minimum).

Rental fee is required for each event and due prior to entering the facility on the day of the event.

Additional per hour fee will be charged for any additional time in venue past booking.

**Rules & Regulations**

**Animals**
Service Animals are the only animals permitted in University buildings and they require proper documentation indicating their Service Animal role. See the Old Dominion University Educational Accessibility webpage for more information on service animals: https://www.odu.edu/life/diversity/accessibility/service-animals

Animals outside on campus are required to follow City of Norfolk regulations, and owners must clean-up after their pet.

**Amplified Sound**
Amplified sound is permitted at Brock Commons during the following times: Sunday through Thursday, 9 AM to 10 PM, & Friday through Saturday, 9 AM to 11 PM.

Amplified sound is not permitted during the week of exams in December and April/May. Sound levels must not exceed 100dB.

Both the Goode & Brock Commons sound systems may only be operated by a trained Old Dominion University Event Technician.
**Cash Handling**
Events at Brock Commons handling cash worth $1,000 or more require one ODU police officer for the specific cash handling location. Events that anticipate handling less than $1,000 cash on site will not require an ODU police officer at the cash handling location.

**Contractual Agreements**
In order to book an event at the Goode Theatre or Brock Commons, organizations, departments, and companies are required to sign a rental contract/agreement acknowledging the terms and conditions of the reservation.

ODU Student Organizations are not allowed to sign contracts, and must follow University policies regarding contracts.
https://www.odu.edu/life/gettinginvolved/studentorgs

University Departments must follow University and Departmental policies regarding contracts with outside vendors.
https://www.odu.edu/facultystaff/university-business/purchasing/contracts

Non-University Organizations/Companies are responsible for any outside contractors that are needed for their event.

**Event Clean-Up**
Clean-up by Facilities Management will be assigned to an event if there is food at the event, or if there are more than fifty people anticipated to attend the event. Trashcans will be assigned at a ratio of one can per fifty people. Student Organizations, University Departments, and Non-University Organizations hosting events at the Goode Theatre or Brock Commons will be required to pay for these services.

The scheduling department and/or Dean of Students may, in his or her sole discretion, require a greater number of event clean-up resources than stated above.

**Event Electricity**
110-volt electrical power can be supported without cost at Brock Commons. Additional electrical needs may be requested. Additional charges may apply, including the use of generators, extension cords, and safety equipment for pedestrians.

**Event Resources**
Availability permitting, reservations at the Goode Theatre and Brock Commons include the use of four 6’ tables. Additional tables and chairs can be requested through the Goode Theatre/Brock Commons reservation form, or through an outside contractor. Student Organizations, University Departments, and Non-University Organizations will be responsible for the full cost of additional tables, chairs, and delivery.
Student Organizations should contact the Office of Leadership and Student Involvement to coordinate facility needs. University Departments should submit a maintenance work order through MySchoolBuilding to coordinate facility needs. Non-University Organizations should contact an outside vendor to coordinate facility needs.

Be sure to keep the Goode Theatre & Brock Commons Facilities Manager up to date on all facilities needs and delivery or pick-up times.

Event tents, staging, and amusements require a permit for use, and so therefore, event reservations must be submitted at least four weeks prior to the event date. Completed requests will be reviewed on a case-by-case basis to determine whether a Commonwealth permit is required, as well as if item is suitable for the intended area, and/or if necessary support will be available to ensure the success of the event.

Additional event support services and/or materials will result in additional charges.

*Event Types and Reservations*

Events and programs are gatherings of people for a common purpose and may require multiple logistical requirements such as a podium, amplified sound, audio/visual needs, catering, security, facilities, etc.

The Goode Theatre may be reserved by: Student Organizations, University Departments, and Non-University Organizations.

The Brock Commons may be reserved by: Student Organizations sponsored by a University Department, University Departments, and Non-University Organizations.

Theatre / Music / Dance Performances are artistic in nature and may require advanced scenic, lighting, and audio-visual capabilities. Staffing typically consists of a stage manager, board technicians, and additional stage hands.

Lectures / Workshops / Meetings are informational in nature and may require basic lighting and audio-visual capabilities. Staffing typically consists of necessary board technicians and a stage hand.

Weddings / Ceremonies / Receptions are celebratory in nature and may require advanced scenic, lighting, and audio-visual capabilities. There may also be additional technical requirements, as well as a wide variety of outside vendors. Staffing typically consists of necessary board technicians, stage hands, as well as possible external coordinators.

Rehearsals are minimal in nature and may require basic lighting and audio-visual capabilities. Staffing typically consists of a stage hand.
Other events are reviewed on a case-by-case basis and a recommendation will be made on whether or not the event will be able to be booked.

Film Screening Policy
Film screenings are reviewed on a case-by-case basis and a recommendation will be made on whether or not the event will be able to be booked.

Any copyrighted film in any University facility, other than a private residence hall room, cannot be shown unless a license to show the film is obtained or special permission from the owner of the copyright is received. This requirement is mandatory, regardless whether or not an admittance fee is charged.

The only exception to this requirement is if a member of the faculty is using the film in the context of classroom instruction.

Food and Catering
Events utilizing University facilities and grounds are subject to the University’s exclusive contracted caterer to provide food service on all University property. Contact

Food eating contests are not permitted.

Alcoholic beverages are not permitted at the Brock Commons.

Fundraising and Donation Drives
Student Organizations who wish to fundraise must be approved by the Office of Leadership and Student Involvement. Approval must be obtained by completing the Fundraising Approval Request from on Monarch Link at least one week in advance of the event. The total amount of revenue from each fundraiser must be reported to the Office of Leadership and Student Involvement within two working days following the event.

General Liability Insurance
General Liability Insurance is required for Non-University groups and must include ODU as a named insured and have the following minimum limits and coverage: $1,000,000 for personal injury to or death of any one person, or more than one person, as a result of any one accident or disaster, and include coverage for property damage and medical payments. The Certificate of Insurance is due to the Goode Theatre/Brock Commons facilities manager prior to a reservation being confirmed.

Inclement Weather Procedures
During times of inclement weather, it is necessary for the University to close facilities and curtail services. When the University announces an official closure, late opening, or cancellation of academic classes, then all events are cancelled.

University leadership is responsible for making official decisions regarding changes in campus operations, including on weekends. When conditions exist that have not prompted the University to
officially close, but may pose a risk to certain operational areas, building coordinators (or responsible
decision-makers for the facility) will make independent weather decisions regarding events in their
facility. The building coordinator (or responsible decision maker for the facility) is responsible to
apply the same process as weekdays, seeking input of necessary support services, facilitating
applicable notifications, and making reinstatement decisions if requested and with the safety of all in
mind.
(from University Policy 102)

Outdoor Event Security

Police officers are required for events at the Brock Commons as outlined below:

<table>
<thead>
<tr>
<th>Event Type</th>
<th>0-49 capacity</th>
<th>50-249 capacity</th>
<th>250-499 capacity</th>
<th>500-999 capacity</th>
<th>1000+ capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rehearsals, Informational Tabling</td>
<td>0, unless deemed otherwise</td>
<td>0, unless deemed otherwise</td>
<td>0, unless deemed otherwise</td>
<td>0, unless deemed otherwise</td>
<td>0, unless deemed otherwise</td>
</tr>
<tr>
<td>Speakers, Ceremonies, Receptions, Lectures, Workshops, Meetings</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Performances, Festivals, Parties, Carnivals, Weddings, Ceremonies, Receptions</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

The scheduling department and/or the Dean of Students may, in his or her sole discretion, require a
greater number of police officers or security guards for a particular event than stated above.

Events requiring Police Officers also require a meeting with ODUPD. This meeting should take
place shortly after the space reservation is submitted so ODUPD can prepare for your event. The
scheduling department must receive a confirmation from ODUPD indicating the meeting has taken
place at least two weeks prior to the event. If the meeting with ODUPD has not taken place prior to
the two-week deadline, the event will be cancelled.

Student Organizations should contact the Office of Leadership and Student Involvement to
coordinate security needs. University Departments and Non-University Organizations should
contact the ODU Police Department at 757-683-4003 to coordinate security needs.

Be sure to keep the Goode Theatre & Brock Commons Facilities Manager up to date on all security
needs and schedules.

Outdoor Event Sidewalk/Road Closures

If the event requires a sidewalk/road closure, then a permit from the City of Norfolk is required after
the space reservation is confirmed. The permit application and fee structure is available on the City
of Norfolk Public Works website.
**Open Burn Policy**
Open-air flames including, but not limited to, sky lanterns, grills, and bonfires are not permitted on campus. Candles are permitted for outdoor events only; candles are prohibited in all University buildings. For more information, contact the ODU Fire Marshal at 757-683-4003.

**Parking**
Parking spaces managed by both the City of Norfolk and Old Dominion University are available close to the Goode Theatre and Brock Commons.

164 City of Norfolk metered spaces are available along W 41st St, W 43rd St, W 45th St, W 46th St, W 47th St, and Monarch Way at a rate of $0.25 per 15 minutes, enforced 8 AM to 8 PM, Monday through Saturday.

Metered spaces are available in the Constant Center North Garage adjacent to the Goode Theatre, located between W 45th St and W 46th St at a rate of $0.25 per 10 minutes, enforced 7 AM to 10 PM, Monday through Friday.

Additionally, ODU Visitor Passes may be obtained from the Transportation and Parking Services office, located in the Elkhorn Avenue Garage on W 43rd St, at a rate of $7 per day. These passes are valid in Commuter, Residential, and Perimeter Lots across campus, and in Faculty/Staff Lots after 3:45 PM each day.