

## Reserving Space in the Sorenson Center for the Arts

The Sorenson Center for the Arts is managed and approved by BabsonARTS.

***It is best to contact the BabsonARTS office at [babsonarts@babson.edu](mailto:babsonarts@babson.edu) to determine availability and identify needed resources as a first step.*** Submitting a booking in EMS is only a request. Your reservation is not confirmed until approved. BabsonARTS does not serve as an event planner, although we will advise how to make your event as successful as possible. Depending on the complexity of your event you are responsible for directly working with Media and Production Services (MAPS), Facilities and Catering (via Chartwells).

### **Important Contacts**

Leslie Chiu, Director

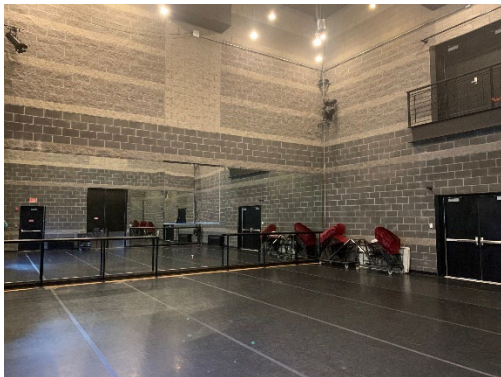
[lchiu@babson.edu](mailto:lchiu@babson.edu)

Natalie Lynch, Assistant Director

[nlynch@babson.edu](mailto:nlynch@babson.edu)

### **Sorenson Center Lower and Upper Lobbies**

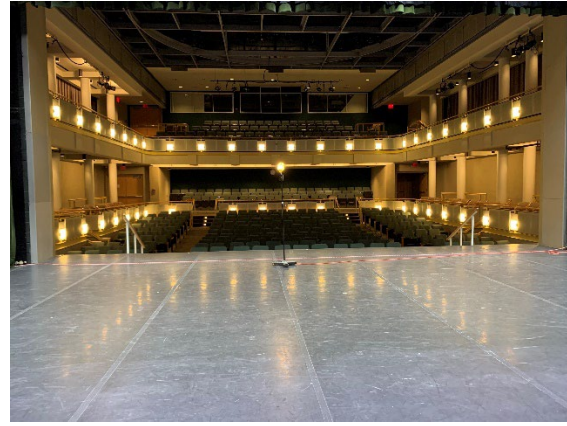
The lower and upper lobbies of the Sorenson Center for the Arts are not intended to be function spaces, but in specific instances may be available for receptions or small meetings. If you would like to explore use of these spaces for an event, please contact the BabsonARTS office directly. Meal service with banquet tables is not allowed and during the academic semesters, furniture is not to be moved or cleared for events. The primary function of these spaces is for crowd management for events in the performance and rehearsal spaces. There are also fire and building code restrictions to consider when using the space other than intended.



### **Sandra L. Sorenson Rehearsal Studio (aka Sorenson Black Box)**

Approximately 32' x 32' room with a Marley dance floor, mirrors, basic sound system, and most appropriate for dance and theater rehearsals and small performance-based workshops. Requires OneCard access, which often takes at least one week to set up. Capacity varies greatly dependent on the type of event and room set up. Typical capacity is between 30-65.

- To use the room as for rehearsals, submit a reservation request in EMS, ideally two weeks in advance.
- To use the room for an event please contact the BabsonARTS office to discuss before submitting any requests in EMS. Helpful information to provide includes date and time of event, brief description of event, anticipated attendance, and any specific set up and support such as technical (audio/lighting/video), room set up (chairs/tables), catering, etc.
- Dependent on use, the requirement for a staff member may apply to this space as well. Any event that is beyond as is use of the space should follow the procedure listed below for the Carling-Sorenson Theater.



### Carling-Sorenson Theater

A 441-seat proscenium theater, fully equipped with modern lighting, audio, and projection systems, and with support spaces such as dressing rooms, a green room, and a two-story lobby. This space is appropriate for performance events such as concerts, theatrical productions, and speaker/panel events expecting a large audience. There are fees associated with use of this space, no matter how simple the event. Most expenses come from staffing (the college requires trained staff to be onsite whenever the space is in use) and equipment rental, depending on the needs of the event.

- Contact BabsonARTS to set up a time to discuss your event a minimum of four weeks prior to the event. This is necessary for ample time to confirm availability and resources, create a quote, and secure staffing. Eight weeks lead time, especially for larger events over multiple days, is preferred for the best results.
- During the initial meeting the event will be discussed and availability, of the theater and resources, will be discussed. Information you need to bring to this meeting includes date and time of event, detailed description of event, anticipated attendance, specific set up and support such as technical (audio/lighting/video), room set up (chairs/tables), catering, etc.
- Once we understand the logistics and schedule, a quote of Sorenson-related expenses is created.
  - There are no facility rental fees. The anticipated expenses for internal events sponsored by a department or student club/org on campus include labor, maintenance fee to cover consumables (such as lamps, gel, batteries, etc.) and any equipment rentals.
  - The *COLLEGE* requires at least one Sorenson staff member for any use of the Carling-Sorenson Theater (CST) – regardless of equipment use or simplicity of the event.
  - For events with an audience, an Audience Services Manager is also required.
- Depending on the event, an agreement with terms of use, including schedule, may be created. This is less of a contract and more a way to ensure schedules and expectations are clear and easily referenced. Larger or more complex events may also require additional meetings.
- Once the expense quote is accepted and the group decides to move forward...
  - For Student Clubs/Orgs:
    - We confirm and enter the event in our Production Calendar and work with the group regarding booking in EMS and next steps.
    - The club/org is responsible for securing funding following the current SGA (Student Government Association) process.
    - BabsonARTS must be notified of funding approval.
    - **IMPORTANT NOTE:** if funding is not approved or confirmed to BabsonARTS at least eight days prior to the first day of the reservation, the event will be cancelled because labor fees incur at that time.