



Chris Young Café Guidelines

Department of Recording Industry • 319 Friendship Street • Murfreesboro, TN 37130

CYC USAGE FOR PRODUCTIONS AND COURSES

- 1. MISSION STATEMENT:** The purpose of the Chris Young Café is to operate as a classroom to support the Recording Industry department. In addition, it will be used as a lab space to support classes and occasionally host events, concerts, or other approved related programming, that supports the College of Media and Entertainment.
- 2. BOOKING PRIORITIES:** All classes and programming that supports the educational objectives of the department of Recording Industry and will receive first priority. Any other classes and student organizations within the college of Media and Entertainment will receive second priority. Booking requests from all other MTSU departments, and outside clients, will receive consideration after the venue first and second booking priorities have been met.
- 3. VENUE CONTACT:** For all booking inquiries please fill out the Bookings & Additional Information form, or email directly to chrisyoungcafe@mtsu.edu
- 4. BOOKING THE VENUE:** Booking Requests will be approved by The Scheduling committee. All booking request should be emailed to the Director of the Chris Young Café. All booking requests should include: requested dates, a detailed description of the activity, including a stage and lighting plot, expected attendance, and contact information.
- 5. LIGHTING & SOUND:** All events require the use of house lighting and sound.
- 6. CLEANUP:** The User is responsible for returning all audience chairs, props, furniture, and curtains (if present) to their appropriate locations prior to the end of class or event.
- 7. FIRE:** In the event the fire alarm goes off, everyone in the facility MUST immediately evacuate the building. Failure to evacuate the building in either case will result in immediate revocation of usage privileges and/or appropriate disciplinary or legal action.
- 8. UNIVERSITY POLICIES:** All users of the Chris Young Café are responsible for knowing and adhering to all policies and requirements of Middle Tennessee State University, including, but not limited to, policies regarding fire, drugs, and alcohol.