Facility Rental Information

Dorethe and Clay Tucker Theatre and its auxiliary spaces are available for rent when not in use by MTSU Department of Theatre and Dance. Tucker Theatre accommodates major music, dance, theatrical and televised productions throughout the year. The versatility of the venue is perfect for theatrical productions as well as a wide variety of events such as award ceremonies, pageants, recitals, competitions, keynotes, conferences, concerts and rehearsals.

Basic information regarding rental is available below. For more information regarding the facility, schedule or booking please contact the Facility email at Tucker.Theatre@mtsu.edu

Policies

Rental Policies and Procedures – All rentals must adhere to the State of Tennessee, Middle Tennessee State University, and MTSU Department of Theatre and Dance policies and procedures. Individual restrictions and accommodations may be imposed on an individual basis. Final discretion regarding all aspects of the use of the facility and rental are at the sole discretion of Facility Management.

Booking – Rental inquiries are available at any time throughout the year. To book an event, contact the Production Manager. The University Use of Facility Form is required for all bookings. Users wishing to utilize the facility may be required to complete a contract that outlines the use of the facility and estimated costs. All final decisions regarding booking, scheduling, and fee information are at the sole discretion of Facility Management.

Deposit and Billing – Contracting begins in July for the current fiscal year (July – June). Contracts outline dates in which contract and deposit must be returned in order to secure a date. A $1000.00 non-refundable payment is due with your signed contract. The payment is applied to the total balance of the invoice. A final estimate may be submitted to the user 30 days in advance of the event. A final invoice will be submitted to the user once all technical logistics have been established. Payment is due 10 days prior to the event. Any additional charges accrued during the event will be invoiced to the user and require additional payment within 10 days.

More information – More information regarding rental and facility is available online at MTSU.edu/TuckerTheatre including availability calendar, Use of Facility forms, and Stage and Lighting plot. Facility management is available to answer questions regarding the facility 8:30am – 4:00pm Monday through Friday.

Facility Management – Tucker.Theatre@mtsu.edu
Production Manager – John Underwood – John.Underwood@mtsu.edu 615-904-8230
Events Coordinator - Megan Marchan – mm2ax@mtmail.mtsu.edu 615-898-2181

Technical Service Rates –
Off Campus and Private entities:

Full Day Rental - $2,500.00
Facility - 10-hour facility rental with 1 hour allotted for load in/loadout
Lighting - Limited access to lighting inventory
Sound - Limited access to sound inventory
Video - Use of Front of House projection, screen, monitor, and playback system
*Additional charges may apply including additional technicians, equipment, auxiliary space use, and custodial.

Extended Day Rental - $3,500.00
Facility - 15-hour facility rental with 1 hour allotted for load in/loadout
Lighting - Limited access to lighting inventory
Sound - Limited access to sound inventory
Video - Use of Front of House projection, screen, monitor, and playback system
*Additional charges may apply including additional technicians, equipment, auxiliary space use, and custodial.
On Campus and sponsored entities:
Minimum of 4 hours required for any reservation.

**Tier 1 – $250/hr.**
- **Facility:** Use of Tucker Theatre and Green Room
- **Lighting:** Use of Conventional lighting fixtures front of main curtain
- **Sound:** Use of CD/Sound playback and HH wireless microphone / lectern microphone
- **Video:** N/A
- **Staffing:** Event Manager, Audio Technician, Lighting Technician

*Additional charges may apply including additional technicians, equipment, box office use, auxiliary space use and custodial.

**Tier 2 – $300/hr.**
- **Facility:** Use of Tucker Theatre and Green Room
- **Lighting:** Use of Conventional, LED, and other intelligent lighting fixtures.
- **Sound:** Use of CD/Sound playback, 4 HH wireless microphones, lectern microphone,
  4 SM58 microphones, 4 SM57 microphones, Drum mic kit, DI inputs
- **Video:** Use of Front of House projection, screen, monitor, playback system and engineer
- **Staffing:** Event Manager, Audio Engineer, Lighting Technician, Video Technician

*Additional charges may apply including additional technicians, equipment, box office use, auxiliary space use and custodial.

**Tier 3 – $350/hr.**
- **Facility:** Use of Tucker Theatre, Green Room, Dressing Rooms, Make up room
- **Lighting:** Use of Conventional, LED, and other intelligent lighting fixtures. Gels, Gobo’s and custom focusing.
- **Sound:** Use of CD/Sound playback, 4 HH wireless microphones, lectern microphone,
  4 SM58 microphones, 4 SM57 microphones, Drum mic kit, DI inputs
- **Video:** Use of Front of House projection, screen, monitor, playback system and engineer
- **Staffing:** Event Manager, Audio Engineer, Lighting Technician, Video Technician, Stage Hand

*Additional charges may apply including additional technicians, equipment, box office use, auxiliary space use and custodial.

**Tier 4 – $400/hr.**
- **Facility:** Full access to all auxiliary spaces as available
- **Lighting:** Full access to lighting inventory, design and programming
- **Sound:** Full access to sound inventory, design, programming and engineering
- **Video:** Use of Front of House projection, screen, monitor, playback system and engineer
- **Staffing:** Event Manager, Audio Engineer, Lighting Technician, Video Technician, Stage Hands

*Additional charges may apply including additional technicians, equipment, box office use, auxiliary space use and custodial.

**Additional Services**
- **Venue Ticket Fees:** $400 or $2.00 per ticket (whichever is greater) + Credit card fee’s
  *Per ticket fee can be assessed to patrons.*
- **Rear Projection System:** $500/day 40’x18’ screen, rear projection system.
- **Marley Dance Floor:** $500/day Marley dance floor-covering stage from proscenium to Rear Traveler.
- **Staffing:** $30.00 / per hour per additional Event Manager
  $15.00 / per hour per additional technician
  *Additional staff determined by technical needs and estimated attendance.*
- **Custodial:** TBD based on time in facility.
  *Additional custodial services may be required due to length of event and use of auxiliary spaces.*
- **Fees:** Additional fees can be assessed for damage to building and equipment, theft, excessive trash,
debri or props left after a production.