

Hurley Booking and Use Policies

Hurley is happy to offer our facilities for your events and classes. We hope that you'll keep our students and other patrons in mind as you enjoy our space.

Madelyn Stewart

Assistant to the Dean

Hurley School of Music

318.869.5235

mcstewart1@centenary.edu

Charlie Roppolo & Sam Mendoza

Events Coordinators

Centenary College

318.869.5778

cproppolo@centenary.edu

smendoza@centenary.edu

Event Booking

Details must be provided two weeks prior to the event in order to reserve a space. In instances where a last-minute event occurs, the Hurley Dean's office will work to accommodate as best we can. ***If you do not book your event through the Hurley Dean's office, you will be asked to leave if your event conflicts with previously-scheduled activities.***

It is best to provide the following details as early as possible.

- Event Title
- Date
- Time (including set up, take down, and actual start time)
- Location
- Any other logistical details pertinent to the reservation of your event
 - Doors unlocked
 - Campus security presence
 - Recording needs
 - Maintenance or cleaning

If scheduling changes arise after the deadline, the Hurley Office will do our best to accommodate them. Please make us aware of these changes as soon as possible.

Contact Madelyn Stewart in the music office at mcstewart1@centenary.edu or 318.869.5235 to reserve an event.

Classroom Booking

Many Hurley classrooms are used as practice rooms. Therefore:

1. **Faculty**, please reserve **all applied lessons** through the music office.
2. Notify the music office of any changes to weekly schedules.

Weekly schedules will be placed outside of the following rooms:

- HMB 105
- HMB 107
- HBM 201
- ACB 116 (Camerata Room)

Contact Madelyn Stewart in the music office to reserve a room at mcstewart1@centenary.edu or 318.869.5235.

Use Policies

Before you set up:

- Remember to **take a picture of the space** so you can **return the space to its original state**.
- Let us know if you need any assistance setting up, such as janitorial or equipment services.

During your event:

- Remind guests to place their waste in the proper receptacles. **NO FOOD OR DRINK IS ALLOWED IN THE AUDITORIUM or HURLEY 201.**

As you leave:

- Please leave the facility **exactly** as you found it. Refer to your picture!
- Please ensure that all doors are locked and lights are turned off. If the Hurley Dean's office is closed, please call DPS and ask them to lock all doors: 318.207.0007.
- Let us know ahead of time if you need any other assistance with clean-up.
- Please alert the Hurley Dean's office if you notice any cleaning or repair needs.

Food and drink (other than water) is strictly prohibited in Anderson Auditorium and Hurley 201. If any policies or procedures are not followed, you may be restricted from using the space again.

Thank you for helping us keep our facilities in pristine condition. If you have any questions or concerns, please do not hesitate to contact us!

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