

The departments and organizations of Columbia University and its affiliates are eligible to receive reduced rates in renting the Miller Theatre. Qualifying events receive a \$1,000 discount on the daily Base Use Fee; all other charges for labor and services will be billed according the regular rate schedule.

TO QUALIFY:

In order to demonstrate University sponsorship, the event must be contracted by an Officer of Columbia University, or of a University affiliate, who will serve as the event's Producer. Charges for the event must be billable internally via a valid Internal Account Number; the Administrator for that account must be the signatory on the Rental Agreement. For affiliates such as Teachers College and Barnard College operating under an independent account structure, all payments may be made by check. Producers will be billed for actual charges following the event, and will receive a hard copy of the final invoice for their records.

STUDENT ORGANIZATIONS:

Student groups wishing to book events at Miller Theatre must secure the sponsorship of an academic or administrative department that meets the requirements listed above; groups recognized by the office of Student Development & Activities may apply through their SDA Advisor. University procedures prohibit Miller Theatre from renting directly to students, as only a University Officer is authorized to sign rental agreements and dispense University funds. The Advisor or sponsoring Officer is encouraged to attend all rehearsals and performances of the event; such attendance may be required at the discretion of Miller Theatre's management.

Student groups should keep the following tips in mind when booking Miller Theatre:

- Calendar availability is first-come, first-served, and typically opens in May for the following academic year; if possible, requests should be made at least one semester in advance.
- Be flexible with the date you request. Availability is limited on weekends and during peak months such as October, November, and April; if possible, consider holding your event on a weekday or during a quiet month.
- Talk to your advisor early on in your planning process to develop a preliminary budget and schedule for your event. Miller Theatre operates as a fully-staffed professional venue and therefore may be more costly than other student venues on campus; careful planning can help your group make best use of your time in the theater, and therefore keeps costs down.

For additional questions, please contact: Production Coordinator, Miller Theatre