

# PAUSE SCHEDULING *Policy*

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## Statement of Compliance

**\*\*PLEASE READ CAREFULLY\*\***

Pause staff are people, fellow students, and workers! All employees are students in accordance with the Pause's mission as a place run by students, for students. All patrons of the Pause are expected to be courteous to the capacities of their peers and respect the complexity of the event scheduling process.

Failure to comply with these guidelines stated in this policy will result in disciplinary actions, including scheduled events being canceled and/or organization(s) losing access to Lion's Pause spaces in the future.

## Reserving The Pause

Lion's Pause spaces are primarily designated for reservation by student organizations formally recognized by the Student Government Association (SGA). All student organizations are required to submit event requests through Presence. Offices, departments, and non-student organizations may reserve Pause spaces between the hours of 8:00 AM to 1:00 PM, Monday through Thursday. Weekday afternoons and evenings are generally held for band slots, though reservations for registered student organizations are still plausible. Reservations for Fridays through Sundays are exclusively reserved for registered student organizations.

- The exception to this rule is The St. Olaf Jazz Band as they have historically been able to reserve the Mane Stage.
- Reservation requests for large concerts must be approved a minimum of two months in advance.



Fall semester reservation requests for the Pause spaces will open on April 15th and close on May 1st. Reservations requests will not be accepted from May 2nd to August 26th and will be accepted again starting on August 27th. January term and Spring semester reservation requests for the Pause spaces will open on November 1st and close on December 11th. They will open again on the first day of the January term. Reservations are approved on a first-come, first-served basis. The Pause reserves the right to deny a reservation request for any reason.

**\*\*You must reserve the Pause at least 14 days in advance of the scheduled event\*\***

## Lion's Pause Calendar

All interested parties must consult the [Lion's Pause Google Calendar](#) for available times prior to making reservations. This is the official calendar for Lion's Pause spaces. Do **not** rely on the Presence event calendar or 25Live. Event requests which conflict with previously scheduled events on the Lion's Pause calendar will be automatically denied.

## Student Organization Reservations - Presence

Scheduling is first come, first serve through [Presence](#). Presence event times must represent the actual start and end times of the event. Set-up and clean-up time **must** be included in the "Event Timeline" section of the Presence event request. If time for set-up and clean-up is not requested, the sponsoring organization will not have access to the venue outside of the actual event timeline.

For events in the Pause Mane Stage, organizations may request a maximum of the following:

- One (1) cue-to-cue rehearsal (~1 hour)
  - Cue-to-cue rehearsals (when necessary) must occur a maximum of one week (minimum of three days) before the event to allow time for the Pause Tech to set cues and make adjustments.
- One (1) full rehearsal (3 hours maximum)
  - Full event rehearsals (when necessary) must occur within the week of the event.
- One (1) show (4 hour maximum) *or* a maximum of two performances for theater groups.
  - **Beginning in Fall, 2025** - performance-based events will have a performance time limit of 2 hours. This includes, but is not limited to, theater productions, cultural showcases involving dance or performance, and acapella concerts. These organizations will still be able to book the Pause for a maximum of 4 hours for set-up and sound check purposes, but may only hold a 2-hour performance.

Additional time in the Pause beyond this, strictly with house lights on, may only be allowed if other organizations are not using the space. Tech and security will not be available during this additional time. The Pause Scheduler will communicate updates about your reservation within a week of submission. Your reservation **is not confirmed** until you receive event confirmation via Presence.

## Non-Student Organization Reservations

Offices, departments, and non-student organizations may submit reservations through a Google Form on Oleville.com. Additional information about event reservations can be found on Oleville.

## Event Rehearsals

Event rehearsals **must** be submitted as **separate** Presence events to reserve the Pause. Rehearsals may only be reserved for weekdays. Event rehearsals must be marked as "Hidden for Non-Members" on Presence.

## Preparing for your events

### Scheduling Meetings

A representative from the sponsoring organization **must** attend the Pause scheduling meeting one or two weeks prior to the event. The scheduling meeting is held during Chapel time (10:10 AM) on Mondays and is used to communicate event needs



and finalize details. Emails with a Google Meet invitation will be sent from Pause Scheduling Manager to inform you about the date and time of the meeting a minimum of three business days before the scheduled meeting.

Each sponsoring organization is given time to confirm event details. Representatives should be ready with tech and security related information. Questions about preparing for the scheduling meeting should be directed to [pauseschedulingteam@stolaf.edu](mailto:pauseschedulingteam@stolaf.edu). Questions regarding the event, Pause policies, or any general questions should be directed to [pausecoco@stolaf.edu](mailto:pausecoco@stolaf.edu).

**\*\*Failure to attend the Pause scheduling meeting will be considered grounds for canceling the scheduled event\*\***

## Tech/Security Meetings

Event organizers **must** meet with Tech and Security Managers outside the Pause scheduling meeting for any additional and/or more complex requirements if deemed necessary.

Tech Scheduling meetings are Tuesdays during Chapel time, and Security Scheduling meetings are Monday at 7:00PM. Any updates to staffing or event set-up must be communicated prior to Monday at 6:30 PM the week of the scheduled event. Requests communicated after this time may not be accommodated.

If the event requires additional lighting and sound support, a rough draft of cues/requests must be shared with the Pause Tech Managers **at least two weeks in advance of your event** ([see example](#)). Tech Managers (TMs) can be reached during their office hours for assistance. Final drafts must be approved by a Tech Manager a minimum of two days before your cue-to-cue rehearsal.

Last minute changes for lights or sound require **48 hours notice for lighting**, and **24 hours for sound**. Without notice, Pause tech is **not** responsible for providing requested adjustments.

## Staffs Breaks

The Pause staff requires a 30-minute break every four hours and an hour break every 8 hours. These breaks **must** be built into your event timeline. If events go over Stav dinner hours, the sponsoring organization is responsible for creating a 45-minute dinner break for Pause staff to eat.

## Event Host

A member of the sponsoring organization must be designated as the event host. This individual must provide contact information, remain in the Pause for the duration of the event from set-up through clean-up, and must make themselves available to the Pause staff and the performer(s) at all times. The Pause team will not discuss event details with anyone other than the event host or others specifically authorized by the event host.

## Event Cancellation

If, for any reason, the event is no longer viable, the Pause must be given notice **at least one week** prior to the date of event. If the event organizer cancels the event within one week of the set date, then the hosting organization **will not be permitted to utilize the Pause space for the remainder of the academic term.**

Notice of cancellation should be sent to the Scheduling Manager at [pauseschedulingteam@stolaf.edu](mailto:pauseschedulingteam@stolaf.edu)

If, due to illness, accident, or other causes legally known as *Acts of God*, the hosting organization is forced to cancel, then they will not be held liable. In this event, communication with the Pause at [pauseschedulingteam@stolaf.edu](mailto:pauseschedulingteam@stolaf.edu) is required, and failure to notify the Pause will result in the above consequences. The hosting student organization is responsible for stopping all advertisements of canceled events.





## Contracted Artists

- A contract is required for any event involving an outside performer/individual regardless if they are being compensated or not. Refer to the [Student Organization Handbook](#), or contact [osa@stolaf.edu](mailto:osa@stolaf.edu) with additional questions.
- Before a contract is fully executed, the desired Pause space should be held with a reservation.
- When contracting talent, the event times on the contract must match the event times on the Pause calendar.
- If applicable, the Tech Managers must be sent a copy of the artist rider and approve any technical requests.

## Events with Foods

Events with food must be notified when filling out the Presence form. More information about food at events can be found in the [Student Organization Handbook](#). The Pause kitchen is happy to provide food for events. Large orders can be made [online](#).

## Dances in the Pause

- No more than one full-capacity dance may be programmed each month. No dance will be planned in January.
- Dances must occur inside the Pause Mane Stage.
- Dances must end by midnight, and may not exceed two hours in total duration.
- Outdoor dances will not be permitted.

If a student organization outside of the Programming Board is seeking to host a dance, they must follow [these guidelines](#) and meet with Pause Co-Coordination before the event will be approved.

## Event Limitations Per Weekend

- Tier 1 Events: One per weekend
- Tier 2 Events: One per weekend with a Tier 1 Event; Two per weekend without a Tier 1 Event
- Tier 3: Maximum of four per weekend (number may be adjusted based on other scheduled events)

	<b>Tier 1 Events (Tech Heavy)</b>	<b>Tier 2 Events (Medium Tech)</b>	<b>Tier 3 Events (Light Tech)</b>
<b>Staffing</b>	Requires 3-4 techs	Requires 2 techs	Requires 1 tech
<b>Equipment Use</b>	Uses aux, vocal mics, monitors, and/or instrumental mics	Uses sound and lights, but does not require frequent adjustment	Uses few mics or aux
<b>Lighting Use</b>	Requires pre-programmed, complex lights  Lights change between pieces	Requires pre-programmed, specific lights  Lights may change between pieces	Does not require specific lights, house lights may work or some simple moving or colorful lights
<b>Stage Set-Up</b>	Uses multiple stage set ups (moving mics around, changing instruments)	Does not change stage set up, or changes are minimal	Does not change stage set up or stage not used
<b>Sound Check</b>	Requires Sound Check	Requires Sound Check	Does not require Sound Check
<b>Example Events</b>	Variety Shows (Omkara, International Night), Concerts, Theatre performances	Pause Dances, Speakers, Karaoke Night, campus band performances	Paw Program, Ole Thrift, Blood Drive

## Additional Policies

- The Pause is an alcohol, drug, and smoke-free environment. Performers, guests, and audience members will be reported for violating this policy and the sponsoring organization may be penalized if found to be in violation.
- The sponsoring organization is responsible for the set-up and tear-down of all decorations. Set-up time must be included in the event's reserved time slot. Tear down must occur immediately after the event, unless otherwise approved by the Pause. Failure to remove decorations **will** result in restricted use of the Pause for a time period specified by the scheduling manager and operations coordinator. This policy applies to both student organizations and official college events. A Pause staff member will instruct the event coordinator to clean after the event - if the Pause is not cleaned after an event, the sponsoring organization will be responsible for a fee as determined by the scheduling manager and operations coordinator based on the extent of clean-up needed.
- Pause employees are **not responsible** for working beyond agreed-upon event times. If an event goes beyond the approved time, the Pause will give a grace period of 15 minutes, after which the event must come to an end.
- Damages to Pause equipment that occur during the organization's use, whether at rehearsals or events, **will** be billed to the sponsoring organization.
- A one hour window is required between event bookings for flexibility in set-up/take down.
- Pause equipment cannot be utilized outside of the Pause venue, with exceptions for Concert Board events.
  - If Pause Tech equipment/personnel is required to leave the Pause area, Pause Security must accompany it.
- The Pause will not host "after parties" for events. The Pause space, services, and staffing will only be scheduled for the primary event and approved rehearsal time(s). Requests for events planned for the organizers/performers of an existing event will not be approved.
- The Scheduling Manager reserves the right to book simultaneous events in the Mane Stage and the Jungle **without** informing other sponsoring organizations.
- The Pause reserves the right to deny a reservation request for any reason.
- As a student-run venue, the Pause will close for official College breaks and on reading day of each semester.
- Only the Mane Stage and Jungle are reservable spaces.
- Summer events adhere to separate policies based on student work availability. Questions can be directed to the OSA.
- Beginning in Interim of 2025, rehearsals will need to be scheduled on a different day than the event. This will allow our tech team to coordinate their shifts to better support student organizations.