

## **ERNEST SPAIGHTS PLAZA SOUND POLICY**

This policy provides for the administrative control of non-amplified and amplified sound and associated equipment in the University of Wisconsin Ernest Spaight's Plaza.

This Policy permits the use of sound amplifying equipment, if needed, for the dissemination of ideas and music, to large audiences, but to prevent or limit its use from interfering with University functions, which inherently require quiet.

This policy is intended to control sound levels as well as the duration and time of any performance or activity for which sound amplification is used. This policy will also cover non-amplified sound events, i.e. symphony performances etc.

1. No person or group may use sound amplification equipment without the written approval of the Director of Auxiliary Services.
2. Such approval must be requested in writing at the Reservations & Event Planning Services office and signed by the applicant/sponsor using the Amplified Sound Request Form.
3. All requests must be made a minimum of 10 Business Days prior to the scheduled event.
4. All programs shall begin no sooner than 12:00 noon and end no later than 1:30 PM, to a maximum of one hour per day. For amplified sound events a ten (10) minute sound check shall be permitted beginning at 11:30 am. Arrangements are to be made with the Audiovisual technical for a sound check. Only one amplified sound request will be approved per week on the University Commons.
5. Maximum sound levels in the Spaight's Plaza are to be no greater than 92 dBA average plus or minus 4 dBA at 20 feet from any speaker used.
6. Arrangements for the loading/unloading of equipment must be made prior to the event. Motor Vehicles may not be driven on the Spaight's Plaza.
7. All Spaight's Plaza amplified sound events require a Reservation & Event Planning Services AV Technician and /or a Union Building Security Supervisor.
8. Upon approval, the sponsoring organization, with the assistance of Reservations and Event Planning Services AV Technician, shall monitor the program throughout its duration. Under the direction of the Staff Services (Union Security) the technician shall terminate sound amplification for violations of this policy. The sponsoring organization shall incur the cost of the assigned technician. Signature on the Reservation Master copy by the applicant/sponsor shall constitute acceptance of the terms stated herein.
9. This policy is pursuant to the Wisconsin Administrative Code, UWS 18.06 Conduct on University Lands. (25)

**AMPLIFIED SOUND REQUEST  
FOR THE ERNEST SPAIGHTS PLAZA**

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SPONSORING ORGANIZATION \_\_\_\_\_

ORGANIZATION CONTACT \_\_\_\_\_  
(DAYTIME PHONE NUMBER)

DATE OF EVENT \_\_\_\_\_ TIME OF EVENT: 12:00N-1:00P 12:30P-1:30P  
(circle one)

TYPE OF ENTERTAINMENT: CONCERT \_\_\_\_\_ SPEAKER(S) \_\_\_\_\_ RALLY \_\_\_\_\_  
OTHER (please describe) \_\_\_\_\_

NAME OF PERFORMER(S) OR PERFORMING GROUP \_\_\_\_\_

NUMBER OF PERFORMERS IN GROUP \_\_\_\_\_

CONTACT PERSON FOR PERFORMER(S) \_\_\_\_\_  
(daytime phone number)

PLEASE GIVE A BRIEF DESCRIPTION OF YOUR PLANNED EVENT.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This form must be completed and submitted to the Reservations and Event Planning Services office a minimum of 10 business days prior to your event. It will be submitted to the Auxiliary Services Director for review and approval.

Reservations Staff \_\_\_\_\_ Received \_\_\_\_\_

Auxiliary Services Director Approval \_\_\_\_\_ Date \_\_\_\_\_

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