

## Frequently Asked Questions

**Q: What is the Rental Process?**

**A:** Contact the Rental Coordinator at 480-965-1749 or [rentals@asu.edu](mailto:rentals@asu.edu) to begin exploration of available dates. Complete the [Client Information Form](#).

**Q: How much does it cost to rent Gammage Auditorium?**

**A:** Rental is based on a full day of rent and subject to additional charges including equipment rentals, production labor, front of house (ushers/tickets), traffic police, parking, ticketing and other misc. expenses. Expenses vary extensively from event to event, depending on the event needs. Rental Clients will receive an event estimate following the ASU Gammage receipt of the Client Rental Form and client meeting.

**Q: When is Gammage available?**

**A:** Gammage has a host of different types of events and activities scheduled throughout the year. Shows & Events presented by Arizona State University will have first priority of scheduling.

**Q: Does Gammage Auditorium require insurance for rental events?**

**A:** Yes. Arizona State University requires Commercial General Liability insurance for any event held on campus. Each renter is responsible for providing proof of coverage. In addition, all insurance policies will list the following as additional insured: The State Of Arizona, Arizona Board of Regents, Arizona State University their officials, agents and employees. Contact the Rental Coordinator for detailed information.

**Q: Can I use my staff and/or volunteers to work the event?**

**A:** Maybe. It depends on their role. Front of House (ushers/ticket takers) must be provided by Gammage Auditorium. Renters may “supplement” with greeters. Technical personnel must also be provided by Gammage Auditorium. Renters might be able to supplement tech staff with their staff/volunteers. Specifics should be discussed with the Rental Coordinator.

**Q: Must we use TicketMaster?**

**A:** Yes, if your event is ticketed. Non-profit groups may consign tickets. Details provided by the Rental Coordinator.

**Q: Is there a charge for guest parking**

**A:** No. However, depending on the day of the week and time, parking may be difficult. We’re willing to work with you on sufficient parking. Rental Clients will be responsible for parking personnel and related expenses at time of settlement.

**Q: Do you allow show merchandise to be sold in the lobby?**

**A:** Yes, renters may sell show related merchandise in the lobby during the event. However, all sales will be subject to a house commission.

**Q: Does Gammage permit clients to provide soft concessions (food & Beverage) / alcohol for events?**

**A:** No. All soft concessions and alcohol sales in Gammage Auditorium are provided Gammage employees.