

Fletcher Jones Foundation Auditorium: General Information

The Fletcher Jones Foundation Auditorium can be reserved for an event, if the following criteria are met:

Auditorium Usage Policies

1. The facility must be reserved through the FREA process, by contacting Verletta Jackson. If a scheduling conflict occurs, the President's Office will make a final decision.
 - a. First priority will be given to academic courses with a minimum class size of 50 and pedagogical needs (showing slides, films, etc.)
 - b. Second priority will be given to Woodbury University sponsored events (i.e. lecture series, symposiums, Founders' Week, Counselor Days, etc.)
 - c. Third priority will be given to outside community events and conferences.
2. Departments/groups will only be approved to use the facility if a Woodbury University faculty or staff member is present for the duration of the event.
3. Only faculty, staff members and trained students workers are permitted to operate the A/V equipment. A faculty/staff member must be trained to use the equipment prior to reserving the facility, if planning on utilizing A/V equipment. Individuals may request a one-time training session by making an appointment with a computer lab manager during regular lab hours:
 - a. Mondays to Fridays, between 7:30 am and 4:30 pm.
 - b. Phone: 818.252.5235.

Auditorium Use Dos and Don'ts

1. No food or drink is permitted inside the auditorium. Exception: only the speaker/performer is permitted to have bottled water.
2. The coordinator of the event must ensure that all paper has been removed from the area after the event has been concluded.
3. For safety reasons, some lighting must always remain on during the use of the Auditorium. However, at the end of an event/course, all lighting and equipment must be turned off and all the doors must be secured.
4. No equipment or materials may be kept on the handicap ramp by the stage.

Technical Support

Technical assistance for the facility's audio/visual equipment is provided by the Academic Computing Services department seven days a week, between the hours of 8:00 am and 7:00 pm. Please call 818.767.0888 x401 to reach a technical. If you have any questions, please contact a manager at 818.767.0888 x235.