



**THEATRE UTILIZATION  
REQUEST FORM**

CONTACT PERSON \_\_\_\_\_  
 NAME OF ORGANIZATION \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 PHONE (H) \_\_\_\_\_ (W) \_\_\_\_\_ email \_\_\_\_\_ Cell \_\_\_\_\_  
 PURPOSE OF REQUEST \_\_\_\_\_  
 DATE(S) REQUESTED: MOVE IN DATE: \_\_\_\_\_ MOVE OUT DATE: \_\_\_\_\_  
 PRE-EVENT TIME (occupy time): \_\_\_\_\_ EVENT START TIME: \_\_\_\_\_  
 EVENT CONCLUSION TIME: \_\_\_\_\_ STRIKE CONCLUSION TIME (MOVE OUT COMPLETE) \_\_\_\_\_

**SPECIAL NEEDS (BE SPECIFIC):**

**EXPLANATION**

**THEATRE EQUIPMENT:**

- Projection Screen (Ceiling)
- Control Room VCR
- Microphone(s) (Standing or Floor)
- Microphone Stands
- DVD Player
- Cassette/CD
- Lighting

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**LRC AUDIO/VIDEO:**

- Power Point
- Slide Projector
- VCR
- Television
- Overhead Projector
- Projector Screen (Portable)

**OTHER:**

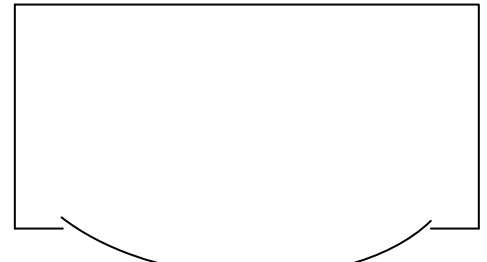
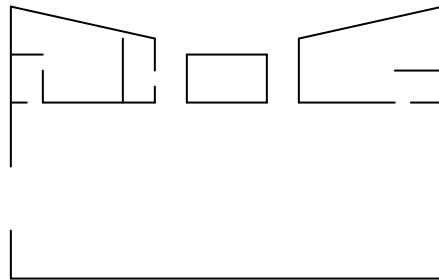
- Podium w/mic
- Lapel mic/wireless
- Flip Chart
- White Board
- Piano
- Tables (6'-8')
- Chairs
- Other \_\_\_\_\_

**DIAGRAM FOR SET-UP**

(tables, chairs, mics etc.)

**LOBBY**

**STAGE**



**Front**

**Front**

**FEE AND OTHER APPROVALS: APPROVED BY ADMINISTRATION ONLY**

**TECHNICIAN(S) REQUIRED:** YES NO FEE: \_\_\_\_\_ FEE WAIVER APPROVED BY ADMINISTRATION: \_\_\_\_\_

**SECURITY REQUIRED:** YES NO FEE: \_\_\_\_\_ FEE WAIVER APPROVED BY ADMINISTRATION: \_\_\_\_\_

**THEATRE FEE:** YES NO FEE: \_\_\_\_\_

**INSURANCE REQUIRED:** YES NO APPROVED BY: \_\_\_\_\_

Permission to bring food into the facility (LOBBY ONLY) APPROVED BY: \_\_\_\_\_

☛ **This application must be completed and signed in order to secure a use of the facility. No guarantees of special set-up or electronic equipment will be made to those persons filing this application less than ten (10) working days in advance.**

☛ **Payment of fees is required upon notification of approval by the Office of the Vice President for Administrative Services.**

☛ **ABSOLUTELY NO FOOD OR DRINKS ARE ALLOWED INSIDE THE THEATRE.**

☛ **If any problems occur, please contact 753-2101 between 8:00 am - 5:00 pm or 738-8493 between 8:00 am - 9:00 pm.**

Permission to provide or serve alcohol (LOBBY ONLY) APPROVED BY: \_\_\_\_\_

Applicants Signature \_\_\_\_\_ Date \_\_\_\_\_

Chief Budget Officer \_\_\_\_\_ Date \_\_\_\_\_

Theater personnel \_\_\_\_\_ Date \_\_\_\_\_