



## College of Arts and Humanities

## Department of Music

## Event &amp; Festival Booking Process – Facility Use Requests

## PROCEDURES FOR DEPARTMENT ORGANIZATIONS

1. All requests for facility use should be sent via email to the Technical Director (TD), José M. ElaGarza (elagarza@csufresno.edu), a minimum of 60 days prior to the proposed event.
2. The TD will forward all approved requests to the Chair of the Department, Dr. Tony Mowrer, for his final approval. All reservations will be tentative for 15 business days and will be confirmed after the FULLY COMPLETED FACILITY RESERVATION FORM is returned to the TD. FACILITY RESERVATION FORMS not returned within 15 days may result in a \$50 service charge.
3. To ensure quality Concerts, Recitals and Events, please keep the following guidelines in mind:
  - Allow at least 2-hours between events  
If booking an event on the same day as another, the 2nd event must be in the other hall
  - 1-box office per day (exceptions only when one is afternoon and the other is evening. Example: 3pm & 8pm)
  - Except in extreme circumstances, there should be no events scheduled:  
After the last day of instruction  
Labor Day  
Vintage Days  
Thanksgiving Break  
Memorial Day  
Winter Break  
Spring Break
4. All TECHNICAL SPECIFICATIONS FORMS will be emailed to you and are due no later than 30 days prior to the event. Failure to meet the 30-day deadline will result in a \$50 service charge and a possible reduction in services.

All University policies and regulations will be followed.

*For more information please visit:*

<http://www.csufresno.edu/hr/policies/MAPP/III/D/D-08.pdf>



College of Arts and Humanities

Department of Music  
Festival & Special Events Form

Name(s) \_\_\_\_\_ Date \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Title of Festival \_\_\_\_\_

Organization/Ensemble \_\_\_\_\_

Date(s) of use \_\_\_\_\_

\*Set-up requests exceeding 90 min. before event cannot be guaranteed. **Please note day name; Mon., Tues, etc.**

***Please use this form to submit additional rehearsal times along with final event concert(s).***

**Rooms Requested for Rehearsals & Concert**

\_\_\_\_\_ M126 Concert Hall (CH) Day/Date \_\_\_\_\_

\_\_\_\_\_ Event Time Start \_\_\_\_\_ am pm Time Out \_\_\_\_\_ am pm Arrival \_\_\_\_\_ Tech Y N

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\_\_\_\_\_ Event Time Start \_\_\_\_\_ am pm Time Out \_\_\_\_\_ am pm Arrival \_\_\_\_\_ Tech Y N

\_\_\_\_\_ M183 Wahlberg Recital Hall (WRH) Day/Date \_\_\_\_\_

\_\_\_\_\_ Event Time Start \_\_\_\_\_ am pm Time Out \_\_\_\_\_ am pm Arrival \_\_\_\_\_ Tech Y N

\_\_\_\_\_ Event Time Start \_\_\_\_\_ am pm Time Out \_\_\_\_\_ am pm Arrival \_\_\_\_\_ Tech Y N

\_\_\_\_\_ Event Time Start \_\_\_\_\_ am pm Time Out \_\_\_\_\_ am pm Arrival \_\_\_\_\_ Tech Y N

\_\_\_\_\_ M127 Rehearsal Hall (Band Room) Day/Date \_\_\_\_\_

\_\_\_\_\_ Event Time Start \_\_\_\_\_ am pm Time Out \_\_\_\_\_ am pm Arrival \_\_\_\_\_ Tech Y N

\_\_\_\_\_ Event Time Start \_\_\_\_\_ am pm Time Out \_\_\_\_\_ am pm Arrival \_\_\_\_\_ Tech Y N

\_\_\_\_\_ Event Time Start \_\_\_\_\_ am pm Time Out \_\_\_\_\_ am pm Arrival \_\_\_\_\_ Tech Y N

\_\_\_\_\_ Event Time Start \_\_\_\_\_ am pm Time Out \_\_\_\_\_ am pm Arrival \_\_\_\_\_ Tech Y N

\_\_\_\_\_ M135 Conference Room Day(s) \_\_\_\_\_

\_\_\_\_\_ M11 Foyer and Benches Day(s) \_\_\_\_\_

\_\_\_\_\_ M206 Rehearsal Studio Day(s) \_\_\_\_\_

\_\_\_\_\_ M210 Rehearsal Studio Day(s) \_\_\_\_\_

\_\_\_\_\_ M120 Women's Dressing Room (CH) Day(s) \_\_\_\_\_

\_\_\_\_\_ M122 Men's Dressing Room (CH) Day(s) \_\_\_\_\_

\_\_\_\_\_ Classrooms: \_\_\_\_\_

\_\_\_\_\_ Practice Rooms: \_\_\_\_\_

*\*An assistant and University Food Service Forms are required for all receptions and food served.*

Reception: Yes No Day(s)

Please provide as much additional information as possible for your upcoming event. Note any special request; who you will be expecting to attend such as High School students, special guest artist, master classes; piano tuning or anything else you feel may help your event run smoothly. Thank you for your cooperation.

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Box Office: \_\_\_ Yes \_\_\_ No

**Ticket Prices**

*Please note day name; Day: Mon., Tues., Fri. etc.*

*Ticket prices for each day admission requested. Box Office scheduled unless noted.*

**STAR \* FINAL CONCERT**

Day _____	General	University Employee	Senior	Student
Day _____	General	University Employee	Senior	Student
Day _____	General	University Employee	Senior	Student
Day _____	General	University Employee	Senior	Student

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

**Personnel**

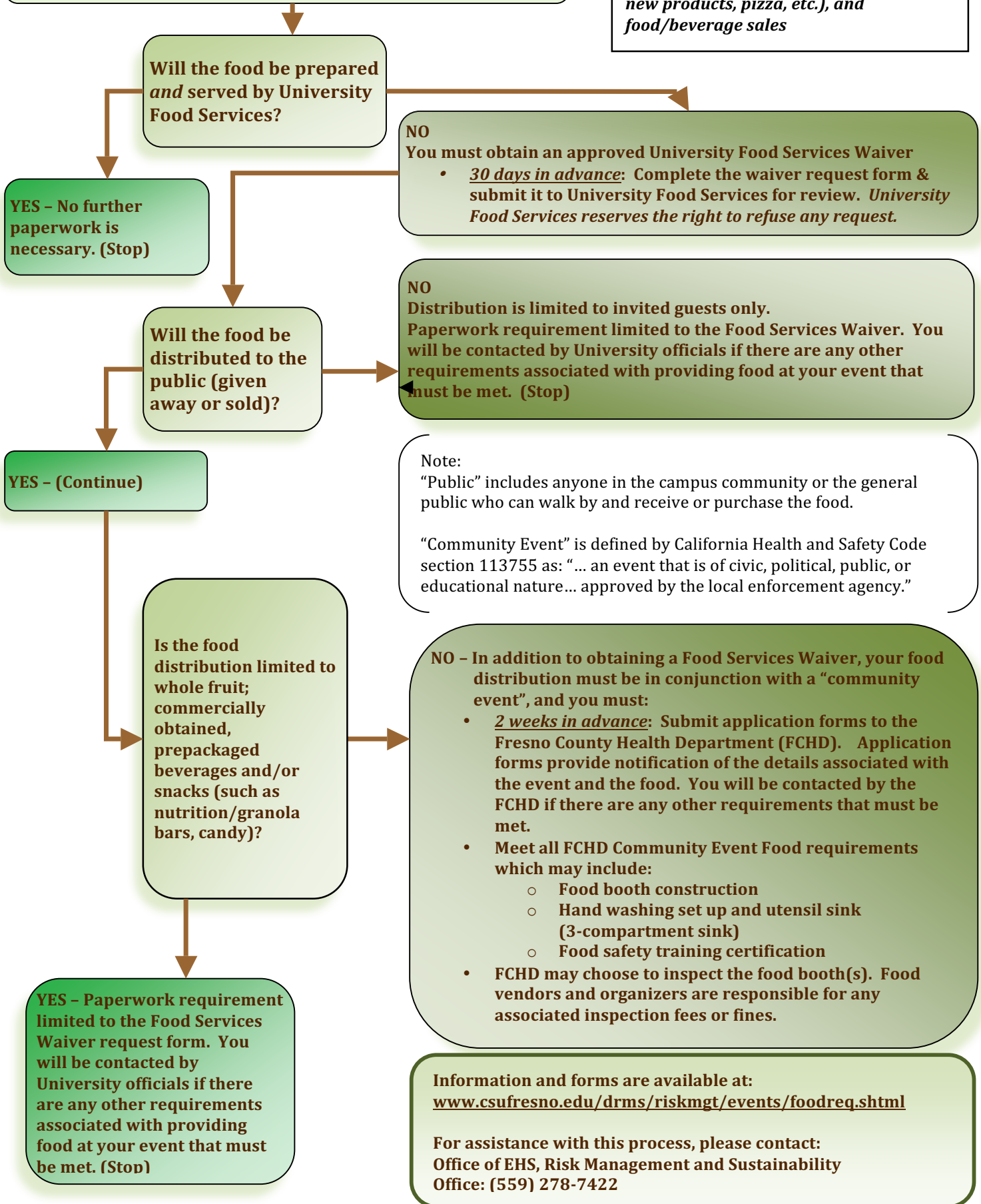
- Included with hall reservations are 1 technician, 1 house manager, and 1 backstage.
- Additional Music Department Staffing is required for additional sound, specialized lighting, box office, and other requests.

**Concert Fees**

Hall Fund: 10% of Box Office Sales  
 Piano Maintenance: 5% of Box Office Sales  
 Recording Fund: \$75 per day (effective 1/1/16)

# CALIFORNIA STATE UNIVERSITY, FRESNO FOOD DISTRIBUTION DECISION TREE

**Applicable to all food distributions**  
Includes: catering for private and public events, food giveaways (water, snacks, new products, pizza, etc.), and food/beverage sales



Note:  
"Public" includes anyone in the campus community or the general public who can walk by and receive or purchase the food.  
  
"Community Event" is defined by California Health and Safety Code section 113755 as: "... an event that is of civic, political, public, or educational nature... approved by the local enforcement agency."