

DATE RECEIVED:

CONFIRMATION: _____
Day: _____
Date: _____
Time: _____ to _____
Event Begins: _____
Room(s): _____

Facility Requisition Form

In House curricular, department festivals, special events, faculty and student recitals

This form should be submitted at least 30 days prior to event.

REQUESTED INFORMATION

(please circle day)

Day: <u>S</u> <u>M</u> <u>T</u> <u>W</u> <u>TH</u> <u>F</u> <u>S</u>
Date: _____
Time In: _____
Time Out: _____
Event Begins: _____

Title of Event: _____

Instrument: _____

Name of Organization/Individual: _____

Responsible Party: _____ Daytime Tel. # _____

Mailing Address: _____

City _____ State _____ Zip _____

Facility requested: (check all that apply)

NOTE: Concerts and Recitals scheduled in performance halls include required stage manager and house manager cost plus 15% of gross receipts to help cover facilities and equipment maintenance

- | | |
|--------------------------|---------------------------------|
| Concert Hall _____ | Wahlberg Recital Hall _____ |
| Rehearsal Hall _____ | Small Ensemble Room _____ |
| Recording Studio _____ | MIDI Lab _____ |
| Dept. Computer Lab _____ | Practice Room (how many?) _____ |
| Conference Room _____ | Classroom (how many?) _____ |
| Foyer _____ NC | Dressing Room (how many?) _____ |

Type of event: (check all that apply)

- | | |
|--------------------------------------|---|
| Solo Recital _____ | Chamber Recital _____ |
| Large Performing Group Concert _____ | Rehearsal _____ |
| Festival _____ | Competition/Contest _____ |
| Workshop _____ | Seminar _____ |
| Lecture _____ | Meeting _____ |
| Conference _____ | Musical Theater Production _____ |
| Clinic _____ | Recording Session (\$50.00 Booking Fee) _____ |

Faculty signature required: _____
(Please note: Faculty are not necessarily responsible for arranging the particulars of this event.)

On the back of this form, check off any additional services and equipment you will require. These additional services are not included with the facility rental fees, and are subject to the fee schedule outlined on the back of the form.

The availability of these additional services and equipment cannot be guaranteed unless requested at least 14 days in advance.