Facilities Request for Harriet Fulton Theatre

Facilities requests must be submitted at least one week prior to the event for processing. Facilities are not considered scheduled until this request is approved. Upon approval you will be notified and asked to confirm. If you do not hear from us, call 881-7400. Be advised that Department of Music and Department of Visual and Theatre Arts events have scheduling priority.

1. Name of Individual/Group: _____

2. Purpose of Event: _____

3. Date(s) for Event: _____ Time: _____

   Alternate Date(s) for Event: _____

   _____

4. Open to Public? Yes/No Admission Charge? Yes/No Amount: _____

5. Technical requirements: (**Note: All events in the Fulton Theatre require the presence of a technician. There will be a charge for this service unless waived by the building manager.) Service Charge Yes _____ No _____**

   Lighting: _____ House lights only _____ Stage lighting (arrange in advance)
   Special Lighting: _____ None needed _____ PA System (arrange in advance)
   Other: _____

6. Special set-up and/or takedown requirements: _____

   _____

7. Requested by: _____ Date: _____

   Address: _____ Phone: _____

By signing this agreement the user agrees to the following terms:

All University policies regarding facilities use must be adhered to. **Food or drink may not be taken into the Harriet Fulton Theatre under any circumstances**. Groups using the theatre will be billed for unusual repair or clean-up costs. Unauthorized use of stage equipment or alterations made to the Harriet Fulton Theatre facility or equipment is forbidden.

_____ _____
Signature Date

APPROVAL

_____ _____
Douglas Cook, Facilities Manager Date

Assess facilities fee of: _____ Technician assigned: _____ Date: _____

Please return form to Douglas Cook, Visual & Theatre Arts, 201 Fine Arts Building.