

Center of Performing Arts
Campus Facility Reservation Form



Please return this completed form with your completed expense transfers agreement.

Contact name: _____

Department: _____ E-mail _____ Ext: _____

Name of event: _____

Event type: Music, Theatre or Dance Performance Speaking Presentation Conference

Venue(s) to be Used

Music and Dance Building: Recital Hall Music Rehearsal Hall

Mayer Theatre Building: Mayer Theatre Dressing Room Make-up Room Green Room

Other _____

Dates and contracted times of event(s):

*Please note, you will only have access to the rented venues during the hours indicated on your contract.

(Date) _____ (from) _____ (to) _____

(Date) _____ (from) _____ (to) _____

(Date) _____ (from) _____ (to) _____

(Date) _____ (from) _____ (to) _____

(Date) _____ (from) _____ (to) _____

Event/performance start time(s):

*Please note, your contracted time should include all time necessary for event set-up prior to the start of your event.

The Center of Performing Arts recommends at least 15 minutes for a piano recital or speaking presentation and at least 30 minutes for any event requiring multiple instruments and/or sound checks.

(Date) _____ (from) _____ (to) _____

(Date) _____ (from) _____ (to) _____

(Date) _____ (from) _____ (to) _____

Expected audience: _____ Number of performers/participants: _____ Number of performances: _____

Estimated length of event: _____ Will you be selling tickets? Yes No

Will you be having a reception? Yes No

If yes, SCU Caterer: Bon Appetit Adobe Lodge

*Please note, all food/beverages must be served in the lobby, by one of the SCU catering services. The Center of Performing Arts is not responsible for placing or overseeing catering orders. Please see rental information sheet for reception guidelines.

Please turn over and complete second page of form.

Event set-up

Lobby:

- Chairs Qty: _____ (10 available)
- Tables Qty: _____ (5 available)

Stage (speaking presentations) in Recital Hall and Mayer Theatre:

- Piano (indicate piano type for Recital Hall only)
 - Steinway Grand Kawai Baby Grand
 - Microphone (indicate microphone type or discuss with technical coordinator)
 - for podium wireless lapel corded Qty: _____ (5 available, Recital Hall; 8 available, Mayer)
 - Chairs Qty: _____ (30 available)
 - Tables Qty: _____ (same availability as lobby)
 - Podium
 - Video Projection
 - Standard Rear Screen
 - Other Equipment Needs _____
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Stage (dance, music, and theatre productions):

The Center of Performing Arts Technical Coordinator will contact the member of your group listed below to discuss technical set-up needs for your production.

- Use contact already listed on form.

Technical contact name: _____

Phone number: _____

E-mail: _____

Please list equipment being delivered by Facilities and/or Media Services.

Please note, Center of Performing Arts staff is not responsible for placing or overseeing facilities and media services orders.

Please return this form to Tyler Spencer (x4565), Rental Coordinator, Center of Performing Arts, MDF #222 or fax 554-2171.