

**REQUEST FOR USE OF THE DOUDNA FINE ARTS CENTER**

**Circle Area Requesting Use:** Music / Theatre / ART / RSO / Humanities / Private / Other \_\_\_\_\_

Event Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Event Time: \_\_\_\_\_ Anticipated Attendance: \_\_\_\_\_

Event Title: \_\_\_\_\_ Requested by: \_\_\_\_\_

Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

**Space Requested:** Dvorak / Recital / Theatre / Black Box / Lecture Hall / Concourse / 1550 / 1360  
Other: \_\_\_\_\_

**Event Description:** \_\_\_\_\_

**Event Details:** Private / Public / Reception / Dinner / Liquor / Valet Service / Coat Check  
Other: \_\_\_\_\_

Arrival Time: \_\_\_\_\_ Length of Event: \_\_\_\_\_ Time Doors Open: \_\_\_\_\_

**Equipment Needs:** Audio / Projection / Lighting / Bistro Tables / Round Dinner Table / Banquet Table  
Other: \_\_\_\_\_

\* Any equipment requested will result in a mandatory walk through with Production Manager.

I agree to and understand that there may be charges for this event. Signed: \_\_\_\_\_

\*\*Please note that in any publication of the event it must refer to the **Doudna Fine Arts Center** (name of venue located). Keep in mind that the facilities are open to the public and will not be closed off for an event. Also, any **changes** to an event as booked will be honored at the discretion of the Doudna Fine Arts Center’s Administrative Staff.

\*For an RSO Event a faculty advisor must be present during the scheduled event if event is in a venue (provide name and signature)

\*Food or Drink are NOT PERMITTED within the venues. Any props or equipment that would damage the floors or other parts of the venue are PROHIBITED. YOU WILL BE RESPONSIBLE FOR ANY DAMAGES!

By signing below, the signee agrees that they have read and agree to the Scheduling, Use Policies and Regulations as they appear.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Individual making the request

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Authorizing Official/Fiscal Agent (Department Chair/ Advisor)

*Please Complete/correct, sign, and return this form to Dennis Malak at the **College of Arts and Humanities**. This booking is not **complete and confirmed** until this form has been reviewed and approved. Requests must be made via this form at least **2 weeks prior** to the event.*

**Doudna Fine Arts Center Staff Only:**

Received: \_\_\_\_\_ Received by: \_\_\_\_\_ On Calendar: \_\_\_\_\_ Reply Mailed: \_\_\_\_\_ FEE \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Dir. Operations: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_