

REQUEST FOR USE OF THE DOUDNA FINE ARTS CENTER

- General Request -
217/581-8500

Date (month/day/year): _____ Start Time: _____ Anticipated Attendance: _____

Event Title: _____

Individual Making Request: _____ Telephone: (____) _____

Office/Department/Organization: _____ Email: _____

Address: _____

Space Requested: Dvorak: Recital: Theatre: Black Box: Lecture Hall: Concourse: Red Zone: Green Room: Dressing Room: Sound Booth: Light Booth: Box Office: Other (specify): _____

Event Specifications: Time members need in: _____ Doors Open to Public/Guests: _____ **Private/Public**

Expected end time of Event: _____ Anticipated Time Out After Event: _____ Refreshments: **Yes / No**

Source/Caterer: _____ Phone Number: (____) _____ Delivery Time: _____

Type of Event: Lecture: Film: Music Performance: Theatre Performance: Class:
Other _____

Equipment/Furniture Needed (indicate how many where appropriate): Chairs: ____ 8' Tables: ____ 6' Tables: ____

Other (specify): _____

Additional Information (agenda, special needs, etc.) **PLEASE ATTACH SEPARATELY**

I agree to and understand that there may be charge(s) for this event. Signed: _____

► *Please note that in any publications of the event it must refer to the location as 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 any event. Also, any **changes** to an event as booked will be honored at the discretion of the Doudna Fine Arts Center's Administrative Staff.*

I (we) have read and agree to the Scheduling & Use Policies & Regulations as appear above:

Signed: _____ Date: _____
Individual Making Request

Signed: _____ Date: _____
Authorizing Official/Fiscal Agent, (Chairman/Dean/Director/Vice-President/President)

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

Doudna Fine Arts Center Staff Only

Date Received: _____ By: _____ Reply Mailed On: _____ On Calendar By: _____

Approved ____ Denied ____ Functions Supervisor: _____ Date: _____ Comments: _____

Approved ____ Denied ____ Asst. Dean Programming: _____ Date: _____ Comments: _____

Approved ____ Denied ____ Patron Services: _____ Date: _____ Comments: _____

Approved ____ Denied ____ Contracted Events manager: _____ Date: _____ Comments: _____

Policies for Doudna Departments of Art, Music & Theatre

1. For the Black Box and the Recital Hall the respective departments have right of first refusal for any requests made for those spaces after Doudna Marquee scheduling.
2. For the Theatre and the Dvorak Concert Hall all major departmental events will be scheduled during the scheduling meeting that takes place prior to the school year.
 - a. After the performance and rehearsal schedules have been set these venues can only be scheduled through Central Doudna Performance Office.
 - b. Central Doudna Performance Office can refuse any request made throughout the year. This includes departmental requests for the two venues.
3. Support facilities for the different venues will be the primary responsibility of the department that they are assigned. For use of support facilities for events scheduled through the Central Doudna Performance Office the departments will be given the right of refusal on a case by case basis. Support Facilities are, but not limited to, the following:
 - a. Theatre Scene Shop
 - b. Theatre Costume Shop
 - c. Music Green Room
 - d. Music Choral/Jazz Rehearsal Hall
 - e. All booth areas associated with the venues
4. The Lecture Hall will be scheduled primarily through the College of Arts and Humanities. After all class and other events are scheduled, the room will be opened up to additional scheduling.
 - a. If a request for the Lecture Hall is granted then the individual who made the request must sign out a Lecture Hall key from the Public Functions Supervisor for the College of Arts and Humanities. If they are not eligible for key usage, or have not picked up a key, they must pay the cost of having their event supervised by appropriate Central Doudna Performance Office Staff. (The key can only be signed out to faculty or staff of the university, student staff not on Doudna crew payroll cannot substitute for faculty or staff)
5. All classrooms are left to the individual departments to handle. The Central Doudna Performance Office has no part in the events that the departments schedule within their classrooms.
6. For any departmental activity where the lobby, seating, or aisle areas are to be decorated or utilized as part of the performance, the Director of that program must first notify the Public Functions Coordinator and the Director of Patron Services to ensure safety for all involved.
7. Any department that sponsors or co-sponsors a conference or large group activity is responsible for all damage or loss to the facilities.
 - a. The Dvorak Concert Hall is not to be used for such purposes except when there is no other venue available throughout the rest of the campus. Then, the activity is limited to the Dvorak stage unless an audience or adjudicators are involved.
 - b. For all areas, personal luggage (music cases, backpacks, etc...) are limited to the stage or other non house areas.
8. If a department wants a reception in the Doudna Fine Arts Center you must be having an event in one of the performance venues or Lecture Hall.
 - a. The reception must be coordinated with the Public Functions Supervisor for the College of Arts and Humanities.
 - b. The requesting individual or group will be limited in size and scope of the reception by the health and safety codes/regulations.
 - c. In order to serve food within the Doudna Fine Arts Center the caterer that the individual or group secures to do the event must have a permit from the Coles County Health Department, and a copy of that permit must be provided to the Public Functions Supervisor for the College of Arts and Humanities prior to the day of the event. (An EIU permit can be found on page 19)
9. Liquor Policy
 - a. For any event/reception in which the requestor wishes to provide liquor only the Martin Luther King Jr. University Union (MLK Union) can be used. Acquiring the liquor through MLK Union is the sole responsibility of the requestor. (A Liquor Request Form can be found on page 20)
10. Adding a Reception to an Event
 - a. If there is an event already scheduled anyone related to the event wants to add a reception to, they must contact the Public Functions Supervisor at least two weeks in advance.
 - b. The individual in charge of the reception will then have to walk the space for the reception with the Public Functions Supervisor within 48 hours of the notification. (The 48 hour requirement only applies to those who notify the Public Functions Supervisor with less than 14 days before the event)
 - c. All receptions will be uniform. They will have a fabric tablecloth provided by either the caterer or the Doudna Central Office. All table skirts will also be uniform provided by either the MLK Union or the Doudna Central Office. The Charges for the Doudna Central Office supplies are as follows:
 - i. Table Cloth = \$3
 - ii. Table Skirt = \$5