

**DOUDNA FINE ARTS CENTER**

- Request for Tour of the Facility -  
217/581-8500

Date (month/day/year): \_\_\_\_\_ Start Time: \_\_\_\_\_ Number in Group \_\_\_\_\_

Individual Making Request: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Office/Department/Organization: \_\_\_\_\_ Email: \_\_\_\_\_

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

What type of group? (i.e. school, adult, etc) \_\_\_\_\_

Number of supervisors joining tour? \_\_\_\_\_ Will the group be arriving on bus? \_\_\_\_\_

Would the group like a tour of the outside sculptures? **Yes/No**

Additional Information (agenda, special needs, etc.) **PLEASE NOTE BELOW OR ATTACH SEPERATELY**

\_\_\_\_\_  
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► *Please note that your group will meet in front of the box office. Please be sure there is additional supervision for student groups. Allot one hour for a full tour. Keep in mind that the facilities are open to the public and will not be closed off for any event. Any **changes** to a tour as booked will be honored at the discretion of the Doudna Fine Arts Center's Administrative Staff.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
*Individual Making Request*

***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 \_\_\_\_\_ Date: \_\_\_\_\_ Functions Supervisor: \_\_\_\_\_  
Comments: \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date: \_\_\_\_\_ Student Assistant: \_\_\_\_\_  
Comments: \_\_\_\_\_