

Vern Riffe Center for the Arts

SPACE RESERVATION FORM

For information on theater availability, call **740.351.3622**. All spaces are reserved on a first-come basis with in-house events receiving preference to requested space. All requests will be reviewed with SSU having the right for refusal.

Today's Date: _____

Title of Event (To be displayed on SSU marquee, etc.): _____

Event Type (Example: concert, conference, theater performance, etc.): _____

Organization Name: _____

What is the Organization's Status?

Non-University related organization: Profit ____ Non-Profit ____
An advanced deposit is required from all non-university related organizations.

University related group or organization (Explain relationship): _____

Organization Address: _____

Contact Person: _____

Phone: _____ Fax: _____ Email: _____

Briefly Describe Event: _____

Number of Attendees Expected: _____

Event Date(s): _____

Load-in Date: _____ Time: _____

Time event will begin: _____

Time event will end: _____

Time access is no longer needed: _____

**Please provide us with your
schedule (see page 2).**

Approximate length of program from curtain up to end of show: _____

If you wish to serve food or alcohol you must contact Sodexo, www.ssudining.com

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Rental of the Eloise Covert Smith Theater includes the use of the Selby Grand Lobby during performances only unless other arrangements are made. The Selby Grand Lobby may be rented separately from the Smith Theater.

Please indicate the space(s) you need for your event:

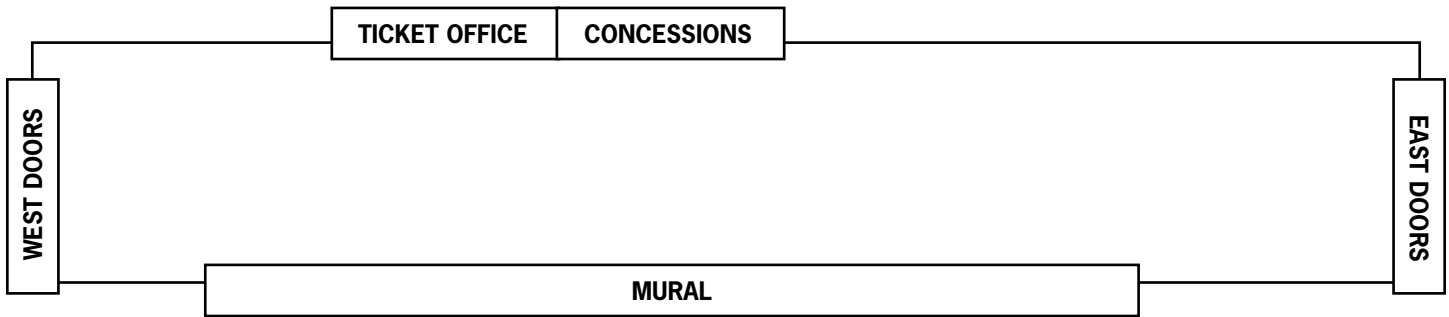
- Eloise Covert Smith Theater Selby Grand Lobby

The following are primarily academic spaces with limited availability that may be requested.

- Appleton Art Gallery Howland Recital Hall
 Crum Recital Hall Kahl Studio Theater

Room Set-up: Tables _____ Chairs _____ Registration Tables _____

Please indicate how you would like the Selby Grand Lobby set up.



Will you require the McKinley Box Office to sell tickets for your event?

- Yes (If yes, please email cglenn@shawnee.edu.) No

Please Indicate:

- Open to public Reserved seating No charge Students \$ _____
 Ticketed event General admission Admission/
 Intermission registration \$ _____ \$ _____

If your event includes rehearsals, workshops, or additional load-in or load-out time, you must provide the VRCFA staff with a list of dates and times that you will need access to the stage, dressing rooms, green room, and any other rooms that you have requested. Please discuss all changes to the event schedule with the VRCFA technical director. The VRCFA will not accept responsibility for any property theft in the building. All doors are locked after rehearsals. It is the responsibility of the presenter if you wish to borrow any SSU theater department scenery or costumes or request permission to use the costume shop. The VRCFA technical director requires a list of name(s) and access time(s) to the costume shop, scene shop, as well as tools and equipment.

Rehearsal(s):

Date(s):

Arrival Time(s):

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Theater configuration:

- Lower section, house scrim down Lower & Upper sections Orchestra shell
Orchestra Lift: Stage Level House Level (w/seats) House Level (w/o seats)

VRCFA stage equipment, please check and indicate amounts:

- Podium: _____ Tables: _____ Chairs: _____ Music stands: _____
 Choral risers: _____ Stage risers: _____ Piano: _____ Stand lights: _____

VRCFA soft goods, please indicate:

- Legs: _____ Borders: _____ Cyc: _____
 White scrim: _____ Black scrim: _____ Blue scrim: _____

Note: If the presenter changes the house hang, the presenter is responsible for restoring the space to the house hang during load-out.

Lighting: House plot: _____ Your plot: _____

Note: Your plot must be provided no later than two (2) weeks prior to event.

The staff of the VRCFA will hang your plot before your load-in date. You will be billed for the hours required to hang the plot and restore the house plot after your load-out.

Please list all equipment your organization will bring into the facility:

Equipment & Setup Requests:

- | | |
|---|--|
| <input type="checkbox"/> Audio Sound System (Speakers/microphone mixer) | <input type="checkbox"/> Mobile Television (TV/Cart) |
| <input type="checkbox"/> DVD Player | <input type="checkbox"/> Music System (CD player/ipod input) |
| <input type="checkbox"/> Easel | <input type="checkbox"/> Podium (Non-powered) |
| <input type="checkbox"/> Flip Chart (Paper pad/pens) | <input type="checkbox"/> Podium (Built in sound/microphone) |
| <input type="checkbox"/> Mobile Computer System (CPU/Monitor/speaker) | <input type="checkbox"/> Transparency/Overhead Projector |
| <input type="checkbox"/> Internet Access | <input type="checkbox"/> Stage |
| <input type="checkbox"/> Projector (Computer data/video) | <input type="checkbox"/> VCR |
| <input type="checkbox"/> Microphone (Wireless stand/cable) | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Microphone (Wireless clip-on) Lavalier | _____ |

This Space Reservation Form must be submitted to the VRCFA within two weeks of the holding date. Advance deposit and signed lease agreement must be submitted within two weeks of this form being received. Remaining balance to be paid in full on date of event.

Signed: _____

