

# 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](http://www.ssudining.com)

A guide to the facility technical capabilities and a check list to help you plan your event is available online at <https://vrca.com/rental-information/tech-book/>

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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:**

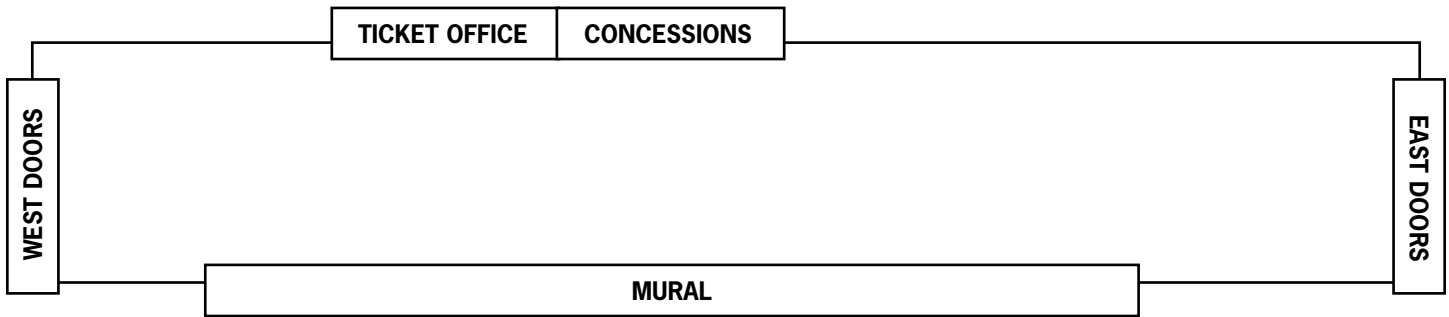
- Eloise Covert Smith Theater                       Selby Grand Lobby

**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](mailto: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:

- Lectern: \_\_\_\_\_     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:

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### 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"/> Lectern (Non-powered)               |
| <input type="checkbox"/> Mobile Computer System (CPU/Monitor/speaker)   | <input type="checkbox"/> Lectern (Built in sound/microphone) |
| <input type="checkbox"/> Internet Access                                | <input type="checkbox"/> Transparency/Overhead Projector     |
| <input type="checkbox"/> Projector (Computer data/video)                | <input type="checkbox"/> Stage                               |
| <input type="checkbox"/> Microphone (Wireless stand/cable)              | <input type="checkbox"/> Other _____                         |
| <input type="checkbox"/> Microphone (Wireless clip-on) Lavalier         | _____  |

**A guide to the facility technical capabilities and a check list to help you plan your event is available online at <https://vrcfa.com/rental-information/tech-book/>**

*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: \_\_\_\_\_

