

KATZEN FACILITIES REQUEST FORM

Date:

Please complete (print or type) and return to Lisa Ager, Facilities and Operations Manager.
Fax: 202-885-1148 Email: ager@american.edu

ORGANIZATION

Please Check One:

Student Organization

Campus Department or Organization

Other

Authorized Representative:

Mailing Address:

Phone: **Fax:** **Email:**

Is your organization a 501 (c) (3) nonprofit?

Event Title and Description:

Venue(s) Requested:

- | | |
|---|--|
| <input type="checkbox"/> Abramson Family Recital Hall | <input type="checkbox"/> Studio Theater |
| <input type="checkbox"/> Kreeger Lobby | <input type="checkbox"/> American University Museum |
| <input type="checkbox"/> Dance Studio (<i>rehearsal space ONLY</i>) | <input type="checkbox"/> Sculpture Garden (<i>outdoor space</i>) |
| <input type="checkbox"/> Ensemble Rehearsal Room 151 | <input type="checkbox"/> Rotunda 1st Floor |
| <input type="checkbox"/> Other Space <input type="text"/> | |

Preferred Date(s) and Time(s) Requested:

Secondary Date(s) and Time(s) Requested:

Event Start Time(s): **Event End Time(s):**

Load-in Time(s): **Load-out Time(s):**

Is event open to the public? (public events within performance spaces will require additional staffing and expenses)

Estimated audience size: (see Ticketing Services information below)

NOTE: A sponsoring University Department and/or organization assumes complete responsibility for the event, including but not limited to maintenance related to misuse of the facility; direct reimbursement and legal liabilities. The representative of the University department/ organization must be authorized to commit resources and funds on behalf of their department and/or organization. The representative of a student organization completing the space request form must be listed on the organization's registration form on file with the Office of Campus Life.

Additional event information and/ or needs:

Reception Planned (Please see Reception Policy below)

Piano Needed (Tuning is an additional charge)

Lectern, Microphone, PA

Audio/Visual (may require equipment and personnel costs)

Other (please specify):

FRONT-OF-HOUSE INFORMATION (for events in which the general public will attend)

Length of 1st Half:

Length of 2nd Half:

Length before first Late Seating break:

Will the performance have an intermission?

Length of Intermission

Ticketing Services: The Facilities Manager will manage the ticketing for all public events within the building. All audience members must have a ticket, regardless of age. All events with expected attendance over 100 will be ticketed unless special arrangements are made between the Facilities Manager and the user. Reserved seating will be determined between Facilities Manager and user. Under no circumstances shall tickets be issued in excess of the approved number of attendees as determined by the Facilities Manager.

Reception Policy: All receptions must be approved by the Facilities Manager. The Facilities Manager will notify Physical Plant Operations and Aramark regarding the planned reception. It is the responsibility of the Producer to contact the caterer, request appropriate equipment and assume a pro-active on-site role to ensure proper configuration. Facilities Manager will advise Producer regarding acceptable reception locations. Food and drink are strictly prohibited in the seating and performance areas of the venue. If alcohol is to be consumed at the event, the producer must follow the University's alcohol policy and present the approved request prior to the event.

By signing below, I agree to abide by all campus regulations regarding the use of space and I agree to restore the space to its original condition for the next user. I also recognize that this is a REQUEST for space, NOT a CONFIRMATION and that I should not advertise this event until I have received a confirmation.

Authorized Department/ Organization Rep. Date

Student Organization Advisor

Date