



POTTER HALL THEATRE RESERVATION FORM

MWSU Technical Operation Coordinators Office

4525 Downs Drive, Potter 100B

Saint Joseph, Missouri 64507-2246

Phone: (816) 244-9141 Fax: (816) 271-5974

Email: mscroggs@missouriwestern.edu

Theatre Usage Policies:

1. Theatre will not be reserved until a completed reservation form is received in the Technical Operation Coordinators office, and a confirmation email is received from Campus Scheduling.
2. Theatre reservation forms must be submitted 14 days prior to event.
3. Events sponsored by a campus department must have a Faculty / Staff representative at the event.
4. There will be a \$100.00 deposit required for all events requiring public safety.
5. Reservations are for the theatre stage and audience seating, the use of the shop, tools, materials, and hardware are not included.
6. University policy strictly prohibits use of alcohol and tobacco products.
7. Additional charges for set-up may apply for events that require excessive set-up or set-up outside of weekday business hours, weekends, or on University recognized holidays.
8. Additional charges may be assessed if there are damages to facility or equipment, or excessive clean up @ \$15 per hour.
9. For events involving physical participation, MWSU requires single limit, general liability insurance coverage (bodily injury, property damage) in the amount of \$1,000,000.00. Documentation must be provided with MWSU named as additional insured. A certificate of insurance must be provided 14 working days prior to the event and must cover the entire term of the theatre reservation.
10. MWSU reserves the right to cancel or reschedule reservations due to academic need of act or god.

Event Information:

Event Dates: _____

Event Title: _____

Set-up Time: _____ until: _____

Event Start Time: _____ until: _____

Estimated Attendance _____

Food Services: No food or drink allowed in theatre, all food must stay in Potter Hall Lobby

Event Contact:

Name: _____

Dept/Org: _____

Phone #: _____

Email: _____

Briefly Describe the Event: (If you do not draw/describe the set up you will only have basic lighting and audio for the event)

Please draw the desired set-up in the box below:

AUDIENCE ↑

Some of the events may be required to provide Public Safety. This determination is at the discretion of the Technical Operations Coordinator and the Dean of the School of Fine Arts. If it is deemed that Public Safety will be required, consent of the sponsoring Organization / Department will be obtained prior to approval.

Public Safety:

Event sponsors may request Public Safety services. Please indicate below the number of officers requested. A minimum of \$20 per officer, per hour, with a four hour minimum required for each officer. **It is the responsibility of the sponsoring organization / department to contact Public Safety and make the necessary arrangements at least 14 working days prior to the date of the event.**

Number of officers requested: _____

CONTINUED ON REVERSE SIDE...

THEATRE EQUIPMENT:

Request equipment for use in Potter Hall Theatre in the table listed below. Music stand, pianos and other musical equipment must be requested through the Music Department at 816.271.4420.

*****IF YOU DO NOT SPECIFY YOUR EVENT'S NEEDS YOU WILL RECEIVE BASIC STAGE LIGHTING AND AUDIENCE LIGHTING. NO ADDITIONAL SUPPORT WILL BE PROVIDED! *****

EQUIPMENT	SET-UP #	TRAINING NEEDED?
Six Foot Table		
Folding Chairs		
4'x8' Platforms		
United States and State Flag		
Wired Microphones		
Wireless Microphones		
Podium		
Headsets for Backstage Communication		
Expanded Stage Lighting S-Fx***		
Stage Rigging System (suspends scenery above stage)***		
Movie Quality Projector***		
Projection Screen***		
Dressing Rooms		
Expanded Audio (for concerts)		

*** Requires lead time for set-up and additional technicians, fees may apply charged per hour. Depending on schedule, not all equipment can be installed prior to rental, set-ups may overlap.

Deliverable Equipment:

Equipment	Delivery Date	Set-up	Training?
Computer for Projections			
Document Camera			
DVD/VCR			
Video Camera			

Please outline special instructions for presentation equipment:

Some events may require additional technicians for set up or operating equipment during the event. This determination is at the discretion of the Technical Operations Coordinator and the Dean of the School of Fine Arts. Consent of the sponsoring Organization / Department will be obtained prior to approval. Technician fees are \$10.00 per hour.

Official use only:

Approvals:

Tech Ops Coord: _____

Date: _____

Campus Scheduling: _____

Date: _____

Risk Management Approval: (When deemed necessary)

Date: _____

Distribution:

_____ Business Office

_____ Public Safety

_____ Classroom Services

_____ Potter Hall Theatre

_____ Food Services

_____ Physical Plant

_____ Risk Management

_____ Other: _____

Additional Notes:

I have read and understand all of the afore mentioned policies and facility requirements

X: _____

Event Sponsor