



SFDR - SPC Auditorium Request Form

Contact Person _____
Name of Organization _____
Campus/Department _____
Phone _____ Cell _____ Email _____
Purpose of Request _____
Date(s) Requested: Move In Date _____ Move Out Date _____
Pre-Event Time (Occupy Time): _____ Event Start Time _____
Event Conclusion Time: _____ Strike Conclusion Time (Move Out Complete) _____

Special Needs (Be Specific): _____

Theatre Equipment

- ☐ Projection Screen (Ceiling) HDMI connection Only _____
- ☐ Control Room Video _____
- ☐ Microphones(s) (Standing or Floor) _____
- ☐ Microphone Stands _____
- ☐ Lighting _____

Audio/Video:

Other:

- ☐ Power Point ☐ Internet/Login ☐ Podium w/mic ☐ Lapel mic/wireless ☐ Flip Chart ☐ Piano (Grand)
- ☐ Televisions ☐ Risers ☐ Other _____

Note: Contact the Maintenance Department if requesting tables & chairs.

ABSOLUTELY NO FOOD OR BEVERAGES ARE ALLOWED INSIDE THE SPC AUDITORIUM!

- This application must be completed with signed authorizations in order to secure the use of the facility and for preparation of equipment.
- Sponsors/Requestors are responsible for monitoring the event and assigning student supervision at all times.
- Theatre and Audio/Video set up will be provided by SPC Staff, however, there are **no guarantees** of special set-up of electronic equipment if this application is completed less than five (5) working days prior to the event.
- All applicable fees must be paid in advance to SFDR CISD. Rental Contracts/Payments are made in the office of the Chief Technology Officer.
- Any manipulation of sound and lighting equipment is prohibited and will incur additional charges and possible refusal of future bookings.
- If any problems occur, please contact SFDR Security immediately.

Principal/Director Signature _____ Date: _____

Cabinet Member Approval _____ Date: _____

SPC Personnel _____ Date: _____