



## 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:\_\_\_\_\_