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 (Occupancy):______________ 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.

Applicant Signature__________________________________________ Date: __________________________
Cabinet Member _______________________________________________ Date: __________________________
SPC Personnel _______________________________________________ Date: __________________________