



**P32T- Theatre**

**REQUEST TO SCHEDULE THEATRE ACTIVITY, FACILITY, SERVICE**

**INSTRUCTIONS:** Complete and return to [roomreservations@asurams.edu](mailto:roomreservations@asurams.edu). If additional information is needed, call or visit the Events Scheduling Coordinator at Albany State University, 2400 Gillionville Road, Albany, GA 31707; Office C -110 in the Student Center; (229) 500-2885.

**GENERAL INFORMATION:**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Organization (sponsor): \_\_\_\_\_

**EVENT INFORMATION:**

**NO Food or Drink allowed inside the ASU Theatre/BCB Auditorium.**

Title of Event: \_\_\_\_\_

Event Date(s)/Time(s): \_\_\_\_\_ Load-In: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Strike: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Rehearsal(s): Set-Up: Start: \_\_\_\_\_ End: \_\_\_\_\_ Clear Out: \_\_\_\_\_

Event(s): \_\_\_\_\_ Set-Up: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Clear Out: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Participant Fee: \_\_\_\_\_

Rooms Needed:  Greenroom  Dressing Room(s)  Female  Male

Additional Space Requirement: \_\_\_\_\_

Will Minors Participate/Attend? \_\_\_\_\_

Furniture (set-up) Needed: \_\_\_\_\_

Technical Needs:  Stage Lighting  Sound System  Mic. Stand(s)  Wireless Handheld  Lapel/Lavaliere  Laptop  Podium  Presentation Remote  Projection Screen  A/V Recording  Other: \_\_\_\_\_

Other Needs: \_\_\_\_\_

**Events Office ONLY:** Received Date: \_\_\_\_\_ Initial: \_\_\_\_\_ Approved:  Yes  No

### Albany State University Theatre Use Guidelines.

1. Outside Rentals, Events and Organizations are allowed access to the ASU Theatre Facilities after checking in with the Theatre Facilities Manager/Auxiliary Services Representative during reserved dates and times. At least one ASU crew member must be present backstage and one in the tech booth during all activity. Additional fees may be accrued for time overages. The theatre closes promptly at 11:00 p.m. each evening except for the evening of load out. Arrangements must be made with Auxiliary Services as to the time the theatre must be cleared that evening.
2. Events, Organizations and Rental Clients are responsible for cleaning the reserved facility areas before vacating the premises. Any and all equipment or materials of any kind left in the ASU Facility beyond designated reservation times are strictly prohibited and may result in fee penalties. A large trash receptacle will be placed near the theatre loading dock for your convenience in clearing trash and supplies. For the clients safety and protection, it is very important that the theatre and related areas be free of all supplies, materials, equipment,, props, etc. used for the production as soon as load out is completed.
3. All rooms utilized must be cleaned and cleared of trash daily.
4. Children 16 and under must be accompanied by an adult to gain admittance to the theatre facility and must be chaperoned at all times while in the facility.
5. Animals or pets, of any kind, are not permitted in the Theater Facility. Exceptions will include essential service dogs. Exceptions for Events and/or Productions will be made on a case by case basis and specified in a Memorandum of Understanding.
6. Injuries are to be reported immediately to on-duty faculty and/or staff member. ASU police officers must file a written report of any accident whether an injury occurred or not. Please contact Central Dispatch at 229-430-4711 to report an accident. In the event there is a life threatening situation, please call 911 immediately.
7. Signs, banners, photographs, etc., are not to be posted or removed unless approved by the Theatre Facilities Manager/Auxiliary Services.
8. Usage of the theater hydraulic lift and non-reserved theater equipment and materials is strictly prohibited. This includes but is not limited to: lumber, paint, hardware, power tools, hand tools, tapes, electrical or sound cabling and equipment, etc.
9. Rigging changes and reweighting will only be done by ASU Theater Facility Personnel under the supervision of the Theatre Facilities Manager/Auxiliary Services Staff unless specified per the rental agreement. No exceptions are included in this agreement.
10. Albany State Personnel will hang or supervise the hanging of any back drops
11. Theater Facility Personnel, only, are allowed in the Catwalks, Grids, or Fly rail areas unless specified per the rental agreement.
12. NO Food or Drink with exception of water in closed containers is allowed inside the auditorium. If evidence of food or drink being taken into the auditorium is found, an additional cleaning fee of \$15.00 per hour to clean the facility will be charged to the renting agency. Should ASU personnel deem that the University's property has sustained damages due to negligence, unsupervised use or carelessness, the client will be assessed costs equal to the cost for replacing or repairing damaged items to the condition prior to the client's renting the facility. Food and drinks may be allowed in other Theater Facility areas upon special arrangement and will be stated in the rental agreement.
13. Use of the Theater Loading dock is only permitted during reservation times and dates stated in the rental agreement. It should be used with the following safety precautions:
  - Loading Dock may be used only under the supervision of Theatre/Auxiliary Personnel
  - Watch for objects and pedestrians
  - Use dock boards to ensure no movement of trucks, forklifts, etc.
  - Maintain a safe distance from the Loading Dock edge
14. Client may NOT use the ASU theatre shop equipment and hand tools. The shop area may be used to construct the set but no materials, equipment and/or supplies that are the property of Albany State University may be used. Should it be determined that said supplies and/or equipment were used, the client will be invoiced for use and replacement cost at current and prevailing prices.
15. NO ALCOHOL may be served unless prior written approval has been received from Albany State University.
16. Theater Staff Student workers must be given a 30 minute break for every four (4) hours of work.