

## Facilities Reservation Form for Community Events

Today's Date \_\_\_\_\_ Date(s) Requested \_\_\_\_\_  
(One Event per Form)

**\*\*\*This form should be submitted at least 6 weeks before date requested\*\*\***

<b>Facility Requested</b> Circle selection(s)	McGee Theatre      Recital Hall      Austin Auditorium  Rotunda      Recital Hall Lobby      Austin Auditorium Lobby
<b>Person Making Request</b>	
<b>Sponsor of Event</b> Name of Organization	
<b>Phone and Fax</b>	Ph: _____ Fax: _____
<b>E-mail Address</b>	
<b>Mailing Address</b>	
<b>Name of Event</b>	
<b>Arrival/Departure Times</b> Allow for setup, event, and cleanup.	
<b>Event Times</b> Beginning and ending times.	
<b>Person Responsible</b> This person must be in attendance at all times the building is in use.	
<b>Staging Needs</b> All items subject to availability. Supplies in Austin Aud. are limited.	Lectern: Yes / No    Chairs (#): _____    Tables (#): _____ Table Cloths (#): _____    Other: _____
<b>Sound</b> Subject to availability. Wireless not available in Austin Aud. Microphones not recommended in Recital Hall.	Handheld Mic (#): _____    Wireless Lapel Mic (#): _____ CD Playback: Yes / No    mp3 Playback: Yes / No
<b>Multimedia</b> Projection unavailable in Austin Aud. except under special circumstances.	Projector: Yes / No    Computer for PowerPoint: Yes / No DVD Playback: Yes / No    Technician: Yes / No
<b>Other Needs</b> Any other requests or information we should know about your event.	

Any changes to the above requests should be submitted as early as possible.  
If you are having a catered reception with your event it should be noted in the "Other Needs" section.  
Please refer to the Rental Policies and Procedures Handbook for more details.

**Reservation will be confirmed via e-mail from Teresa Martin.  
Do not advertise your event until you receive this confirmation!**