

Today's Date _____

Fisher Auditorium Facility Use Request

Please submit completed form to:

Technical Director, Fine Arts Public Events Office, IUP, 104 Waller Hall, Indiana, PA 15705 (357-2548)

Please use one (1) form for each date desired

Contact Name _____

Date desired _____ 20 _____

Address _____

Times desired from _____ to _____

Phone _____

Event start _____ end _____

Sponsoring group _____

Artist(s)/Speaker _____

Estimated attendance _____

Topic/Title _____

Will an admission fee be charged? yes no

Event open to _____

Description of event _____

Important: Technical Needs

Indicating your technical needs below **does not guarantee** proper set up for your event. Arrangement and responsibility for all production needs **must be discussed** in detail with the Technical Director of the Fine Arts Public Events Office upon reservation of the auditorium. If scheduling a contracted event, please attach a copy of the technical rider to this form. The Fine Arts Public Events Office cannot be responsible, in any way, for contracts signed for which Fisher Auditorium is not technically suited.

Check all that will or may apply:

Rigging (flying, hanging, etc.)	<input type="checkbox"/> yes <input type="checkbox"/> no	Special stage set up	<input type="checkbox"/> yes <input type="checkbox"/> no
Curtains	<input type="checkbox"/> yes <input type="checkbox"/> no	(chairs, risers, podium, etc./attach diagram)	
Movie screen	<input type="checkbox"/> yes <input type="checkbox"/> no	Band shell (user must provide set-up)	<input type="checkbox"/> yes <input type="checkbox"/> no
Pit cover/runway (circle one)	<input type="checkbox"/> yes <input type="checkbox"/> no	Piano (where _____)	<input type="checkbox"/> yes <input type="checkbox"/> no
Spotlights	<input type="checkbox"/> yes <input type="checkbox"/> no	Large Rehearsal Room	<input type="checkbox"/> yes <input type="checkbox"/> no
Lighting:	<input type="checkbox"/> basic/minimal	<input type="checkbox"/> special/additional instruments	<input type="checkbox"/> requirements beyond 110V
Sound:	<input type="checkbox"/> basic/house sound	<input type="checkbox"/> question & answer mics	<input type="checkbox"/> special/mixing

Sponsor Expenses and Responsibilities Upon Approval

The sponsor is responsible for **securing any equipment or desired set up** exclusive of that which is available in the facility. The Fine Arts Public Events Office will advise regarding this process, if requested. The sponsor is responsible for any **usage fees charged by the University** as per the IUP Administrative Manual. The sponsor is financially responsible for additional **maintenance or damages incidental to the facility use**, and for all **technical assistance determined to be required**. The sponsor is responsible for providing **sufficient security and house management personnel** for the event and for having at least one **authorized representative on the premises** at all times when the facility is in use.

Signatures:

requester _____

SAP Number _____

faculty or administrative sponsor _____

office _____ phone number _____

approved	disapproved	Fine Arts Public Events Office:
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University charges: