

General Application for Use of Laidlaw Performing Arts Center Facilities

Applicant and/or Organization _____ Date of Application _____

ROOMS REQUESTED FOR YOUR EVENT (Check all that apply)

____ Recital Hall ____ Green Room ____ Rehearsal Room 1230
____ Classroom 1102 ____ Classroom 1106 ____ Front Lobby for Reception or Display
____ Classroom 1127 ____ other (specify) _____

DATE(S) AND TIMES NEEDED FOR YOUR EVENT (be specific!!)

_____ Date(s) & time(s) this event will run, including **initial setup** to **final tear-down**
_____ **“Actual start time”** for each event date (time the event actually begins)
_____ **“Doors open time”** for each date (time the public is allowed entry to the room)

INFORMATION ABOUT YOUR EVENT -- Please state specifically the “title” of your event, the actual nature of your event and what will occur at your event. Include number of participants involved and/or the expected attendance.

EQUIPMENT NEEDS FOR YOUR EVENT -- Please see the attached *rules* for items that USA LPAC may provide various USA users. In the space below, state your needs for each room OR attach a setup sheet/diagram stating same.

INFORMATION ABOUT APPLICANT AND ORGANIZATION REQUESTING USE OF LPAC FACILITIES

Organization Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

Name and title of Chief Officer _____ Phone _____

Description of Organization _____

Applicant's Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

Applicant's cell/pager _____ Applicant's fax _____ Applicant's e-mail _____

“I have read the ‘Policy and Rules’ and ‘Scheduling and Procedures for Charges and Billing’ (both attached) for use of the Laidlaw Performing Arts Center rooms and will insure that all participants in my event comply with them. I understand that acceptance and approval of this application is subject to review by the Department of Music Scheduling Committee with final approval given by said committee, if necessary, and the Chair of the Department of Music.”

Applicant's signature _____ Date _____

----- (Please do not write below this line -- Section below to be completed by LPAC staff) -----

Scheduling Committee approval signature _____ Date _____

Music Department Chair approval signature _____ Date _____

(return application to
LPAC contact person) ==

Keith Bohnet, Events Coordinator
Department of Music, LPAC 1072
460-7116 or 460-6136; fax 460-7328; kbohnet@usouthal.edu