

USA Faculty/Staff Application for Use of Laidlaw Performing Arts Center Facilities

Name of Faculty/Staff Applicant _____ 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.

USA FACULTY/STAFF APPLICANT AND DEPARTMENT REQUESTING USE OF LPAC FACILITIES

Faculty/Staff Applicant _____ Department _____
Applicant's Telephone _____ Applicant's cell/pager _____
Applicant's e-mail _____ Applicant's dept. fax _____
Department Chair _____ Secretary _____

"I have read the 'Policy and Rules' (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 _____
Applicant's Department Chair 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