

The Department of Theatre & Dance/
University Theatre
REQUEST FOR USE OF THEATRE FACILITIES

TITLE OF EVENT: _____

DATE(S) REQUESTED: _____

ALTERNATE DATE(S): _____

REQUESTOR'S NAME: _____

ADDRESS: _____

PHONE: _____ **ALT PHONE:** _____ **EMAIL:** _____

BRIEFLY DESCRIBE THE EVENT: _____

A. UNIVERSITY UNIT:

Check one:

_____ KU Administrative Unit Event: Circle one: Chancellor Provost Dean

_____ KU Departmental Event: Department _____

Department Chair _____

_____ KU Registered Organization Event: Faculty Sponsor _____

B. NON-UNIVERSITY:

Person or Organization _____

Which facilities do you wish to use:

_____ Crafton-Preyer Theatre _____ 341 Studio _____ 209 Studio

_____ William Inge Theatre _____ 235 Studio _____ 354 Studio

_____ Green Room _____ Dressing Rooms _____ Other _____

Please list all times you wish to use the facility:

Preparation: Date: _____ Times: _____
 Preparation: Date: _____ Times: _____
 Rehearsal: Date: _____ Times: _____
 Rehearsal: Date: _____ Times: _____
 Performance: Date: _____ Times: _____
 Performance: Date: _____ Times: _____

Charges

Facility:	University Units	Non-University Units
Crafton-Preyer Theatre	\$400/day	\$1,000/day
William Inge Theatre	\$100/day	\$300/day
Studios	\$50/day	\$150/day
Green Room/Dressing Rooms	\$25/day	\$75/day

Facility charges are by full day only

Box Office Services: Preprinted Public Tickets: \$1.00/ticket
 Preprinted Complimentary Tickets: \$0.50/ticket
 No Box Office pre-sales or night-of show sales.

Utility Charge (*non-university organizations only*): \$25/day

Equipment:

Lighting Instruments/Control Board:		
Less than 20 Instruments (front of curtain)		\$15/hr
20-50 Instruments (typically half-stage)		\$30/hr
50+ Instruments (full stage)		\$60/hr

Lighting Instrument/Control Board charges are assessed any time the board is powered.

Sound Equipment/Control Board:		
2 Handheld Microphones		\$25/day
2-6 Handheld Microphones		\$75/day
Wireless Microphones		\$10ea/day
Other:		
Piano		\$100/event
Stands/lights		\$25/event
Follow Spot		\$30/ea/day

Miscellaneous expenses such as rigging materials, tape, paint, color gels for lighting instruments and any other labor or material expenses incurred by The University Theatre will be billed after the close of the event. An itemized bill will be provided.

Labor:

Audiences Services Mgr, Stage Manager	\$20/hr
House Manager	\$15/hr
Crew members	\$12/hr

All events must employ a Stage Manager and Audience Services Manager to insure safety, protect equipment and assist with emergencies. The Audience Services Manager may determine that the front of house position can be downgraded to a House Manager depending on the size and complexity of the event. The user may also be required to provide ushers depending on the event. The user may provide crew members in certain areas but all crew personnel must be approved by the UT Technical Director or Stage Manager.

Conditions of Use:

If the facility is approved for your use, you agree to abide by the following regulations:

1. All events must comply with KU non-smoking policy.
2. There will be no food or drink in any production area or in the house and carpeted area of the lobby.
3. A member of the University Theatre technical staff or designate must be PRESENT during all times you occupy the facility.
4. All scenery, special effects, and properties must be approved by the University Theatre Technical Director.
5. All rigging must be directly supervised by the University Theatre staff member in charge.
6. The University Theatre Technical Director or Stage Manager will determine the number and length of time crew members will be needed.
7. The application will be reviewed by the University Theatre's administrative and technical staff. A final decision will be made by the Chair of the Department after consulting with the reviewers.
8. If the request is approved, notice will be sent to the sponsoring organization and copies will be made for staff members. If the organization is not a University agency, the Director of Theatre will write an agreement to be signed by both parties. Non-University organizations must provide proof of insurance with the signed agreement. If the sponsor is an organization within the University, a letter will be sent to confirm the reservation which will identify the financial responsibility of that organization.
9. The agency should make all payments to **The University Theatre** with the exception of the personnel wages. **All personnel must be paid individually with funds other than State of Kansas or KU Endowment funds.**

AGREED:

Name (print) _____ (Signature) _____

TITLE: _____ DATE: _____

Use this space to estimate your charges:

Facility Rental:

Utility Fee:

Lighting:

Box Office:

Equipment:

Labor: