

SUNY ONEONTA THEATRE DEPARTMENT
Goodrich and Hamblin Theater Reservation Request Form

Today's Date: _____ **Theater(s):** _____

Name of Producing Party: _____

Contact Person: _____

Address: _____

Phone Number: _____ **Email Address:** _____

Event Title: _____

Performance

Dates & Time(s): _____

Rehearsal

Dates & Time(s): _____

Special Notes: _____

Technical Needs (Equipment, rooms, AV, etc): _____

Off-campus Producing Parties: List the event on the public campus calendar? Y / N

Note: On-campus Producing Parties are responsible for advertising their events on Campus Connection

Is the Producing Party collecting registration or admission fees for this event? Y / N

Will the Producing Party be selling anything at the event? Y / N

Will the Producing Party have custody of children under 17 years of age? Y / N

I have read and agree to the Theatre

Department's Use of Venue Contract (sign here): _____

Theater Use Committee Ruling: (To be filled out by Theatre Department)

Approved / Rejected Signed: _____ **Dated:** _____

Note: Your request for space and time on this form does not constitute a confirmation of a reservation until such decision is formally confirmed by the Theater Use Committee. Please contact **Matthew Grenier** in advance of your event date to ensure that your needs can be accommodated as requested.

Cc: Matthew Grenier, Assistant Technical Director

Fine Arts 151, 607-436-3414, matthew.grenier@oneonta.edu