

# Welch Theater

## RESERVATION REQUEST FORM

NAME OF EVENT: \_\_\_\_\_

DATE(S) REQUESTED: \_\_\_\_\_

SET-UP TIME: \_\_\_\_\_ EVENT TIME: \_\_\_\_\_ END TIME (INCLUDING CLEAN UP): \_\_\_\_\_

POC: \_\_\_\_\_ DUTY PHONE: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_ TOTAL NUMBER OF PEOPLE: \_\_\_\_\_

IS FOOD INVOLVED(YES/NO): \_\_\_\_\_ TYPE OF FOOD: \_\_\_\_\_

### CUSTOMERS PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING.

**It is EXTREMELY IMPORTANT that you allow sufficient Set-up and Clean-up time for your event, and that you DO NOT exceed your schedule time or our normal operating hours.**

PLEASE remember that this is public use facility for many different types of functions. Requester is responsible for the behavior and safety of all guests. You may not have a function where children are not closely supervised by their parents and the children must stay within your reserved area. **Do not allow children to climb on furniture or railings.**

**Alcoholic beverages may not be brought inside the facility. This includes beer, wine, or hard liquor.**

Please insure you have enough labor (and time) to support your event. The requester is responsible for moving furniture, from and back to its original position. The recreation center staff is not responsible for the loading/unloading, moving, stacking, or delivering of equipment, supplies, furniture, etc. All table and chairs must be wiped clean and all food/drink spills should be cleaned from the floor before leaving. All trash (including food and decorations) must be removed from the building and placed in the dumpster located in the back of the building.

The building **MUST** be returned to its original condition and setting prior to your departure. Requester will be held liable for any damages that occur. PLEASE BE SURE TO SECURE THE FACILITY. Abuse of this facility and/or violation of these terms will result in denial of future reservation requests.

Please review the following and initial:

- **(Initial)** \_\_\_\_\_ I need to call the Vandenberg Commons (377-3308 or 377-2444) to coordinate theater key pickup at least 48-hours prior to event. (Physical location of key pickup is at the Triangle Gym, Bldg. 7504 or Vandenberg, Bldg. 7503, in the Digital Library on the second floor)
- **(Initial)** \_\_\_\_\_ I need to call Wall Studio (377-4378) for audio/projector/laptop support at least 48-hours prior to event. (It is your responsibility to ensure setup of audio, video, podium, flags, tables, etc for the event)
- **(Initial)** \_\_\_\_\_ I need to ensure lights are shutoff, DOORS ARE SECURED, podiums, flags and tables are returned to the side of the stage at the end of the event.
- **(Initial)** \_\_\_\_\_ I need to ensure all touched surfaces (seats, counters, stage, door handles, etc.) have been cleaned prior to locking up the facility. Disinfectants will be provided.

I HAVE READ AND FULLY UNDERSTAND MY RESPONSIBILITY, AND I AGREE TO COMPLY WITH THE RESERVATION POLICIES ESTABLISHED BY THE VANDENBERG COMMUNITY CENTER.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

DIRECTOR'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

APPROVE/DISAPPROVE: