



Missouri Western State University Potter Hall Theatre Reservation Form

MWSU Technical Operations Coordinator Office
4525 Downs Drive, Potter 100B
Saint Joseph, Missouri 64507-2246
Phone: (816) 271-4283 Fax: (816) 271-5974
Email: elting@missouriwestern.edu

Theatre Usage Policies

- Theatre will not be reserved until a completed reservation form is received in the Technical Operations Coordinator's Office.
- Theatre reservations must be submitted 30 working days in advance of event.
- Events sponsored by a campus department or student organization must have representation by the sponsoring group at the event.
- There will be a \$100 deposit required for all events requiring public safety.
- Events sponsored by student organizations will require the attendance of the sponsoring organization's Faculty/Staff Advisor.
- University policy strictly prohibits the use of alcohol and tobacco products on campus.
- Additional charges for set-up may apply for events that require excessive set-up or occur outside of weekday business hours, weekends, or on University recognized holidays.
- Additional charges may be assessed if there are damages to facility or equipment.
- For events involving physical participation, MWSU requires single-limit, general liability insurance coverage (bodily injury, property damage) in the amount of \$1,000,000.00 must be provided with MWSU named as an additional insured. A certificate of insurance must be provided 14 working days prior to the event and must cover the entire term of the theatre reservation.
- MWSU reserves the right to cancel or reschedule reservations due to academic need or act of God.

Event Information

Event Date(s): _____

Event Title: _____

Event Purpose: _____

Event Time: _____ : _____ AM PM to _____ : _____ AM PM

Set-up Time: _____ : _____ AM PM to _____ : _____ AM PM

Estimated Attendance: _____

Food Service

Will food or beverage be served? _____ Yes _____ no

If food or beverage is to be served, orders must be placed with Food Service, 816-271-4435, at least 14 working days prior to the date of the event.

Event Contact

Name: _____

Org./Dept.: _____

Budget Number: _____ (for MWSU Departments only)

Address: _____

Phone: _____ Today's Date: _____

E-mail: _____

Advisor's Information (Student Organizations Only)

Advisor's Name: _____

Advisor's Signature: _____

Phone: _____ Today's Date: _____

Campus Address: _____ E-mail: _____

Set-Up (Please check one)

_____ Will use room as is, no set-up required.

_____ Other (describe in full detail the desired set-up, including drawing)

Please draw the desired set-up in the box below if you selected other.

Stage Front

Public Safety

Event sponsors may request Public Safety services. Please indicate below the number of officers requested. A minimum of \$20 per officer, per hour with a four-hour minimum required for each officer. **It is the responsibility of the sponsoring organization/department to contact Public Safety and make the necessary arrangements at least 14 working days prior to the date of the event.**

Number of officer's requested/required: _____

Some of the events may require Public Safety. This determination is the discretion of the Technical Operations Coordinator and the Dean of Liberal Arts and Science. If it is deemed that Public Safety will be required, consent of the sponsoring Organization/Department will be obtained prior to approval.

CONTINUED ON REVERSE SIDE

Potter Hall Theatre

Request equipment for use in Potter Hall Theatre in the table listed below. Music stands, pianos and other musical instruments must be secured through the MWSU Music Department at 271-4420. Please direct all questions regarding the Potter Hall Theatre at 271-4283.

Equipment	Set-up	Training Needed?
Six Foot Tables		
Folding Chairs		
4' X 8' Platforms		
United States and State Flags		
Wired Microphones		
Wireless Microphones		
Microphone Stands		
Podium		
Podium with Desktop Computer (for presentations)		
Notebook Computer Hook-up		
Headsets for Backstage Communication		
* Stage Lighting		
* Stage Fly System (used to suspend scenery for move-in/move-out, display event banners, signs, maps, logos, etc.)		
VCR		
DVD Player		
Document Camera		
Fixed-mounted Data/Video Projector in rear projection booth		
Center-mounted Stage Screen		
Use of Box Office, phone number 271-4443		
Box Office Communications Headset (to monitor stage audio while in Box Office)		
Dressing Rooms (2 large rooms located in basement of Potter Hall Theatre with restrooms and stage audio monitors)		
Lobby Overhead Display Lighting		

*Requires lead-time and additional technicians. The fee is \$8.00 per hour/per technician. Please contact Technical Operations Coordinator at 271-4283 for additional details.

Presentation Equipment

All equipment will be set up during the set-up time you indicate in the Event Information section of this form. Requested equipment is not confirmed until you receive a confirmation e-mail from Classroom Services. Questions regarding equipment should be directed to Classroom Services at 271-4395. For two-way videoconferencing contact Tara Stoll at 271-4171. Services provided pending the availability of technical and staff resources. Charges will apply.

Deliverable Equipment

Equipment	Deliver	Set-up	Training Needed?
Video Projector/VCR			
Video Projector/Notebook hook-up			
TV/VCR set-up			
Overhead Projector			
Cart			
Portable Screen			
Boom Box-Tape/CD			
Slide Projector			
Easel			
Dry Erase Easel			
Camcorder/Tripod			
PC Notebook (for presentations)			
Internet for PC			

Classroom Services DOES NOT provide consumables such as easel paper, dry erase pens, erasers, tapes, etc...

Please outline special instructions for presentation equipment set-up.

If training is needed, please indicate desired training time:

_____ : _____ AM PM

Indicate the number of Technicians needed (if necessary): _____

If Technician(s) is necessary please indicate times needed:

_____ : _____ AM PM to _____ : _____ AM PM

Technician fees are \$.00 per hour **for off-campus groups. This fee applies to all activities not directly related to a MWSU credit or non-credit class. Technicians must be requested 10 working days prior to the event.**

Invoice (if applicable)

Department	Amount	Description
Public Safety		
Potter Theatre		
Classroom Services		
Physical Plant		
Scheduling Services		
TOTAL DUE:		

*Food Service charges will be billed by the Food Services Office.

Office Use Only

Nature of Event (Check one that is most applicable)

_____ Meeting _____ Lecture _____ Dance
 _____ Music _____ Reception _____ Other

Technical Operations Coordinator Approval

Signature: _____

Date: _____

Scheduling Approval

Signature: _____

Date: _____

Dean of Student Development Approval
(required for student organizations only)

Signature: _____

Date: _____

Risk Management Approval

(required for events that involve physical activity or have the potential risk for injury, as determined by the Risk Management Officer)

Signature: _____

Date: _____

Distribution (check all that apply)

- _____ Business Office
- _____ Public Safety
- _____ Classroom Services
- _____ Event Contact
- _____ Potter Hall Theatre
- _____ Food Service
- _____ Physical Plant
- _____ Risk Management
- _____ Other, please specify: _____

Additional notes: