

Please complete the form, save it and email it as an attachment to Amanda Dement, Theater Coordinator, at adement@mineralarea.edu

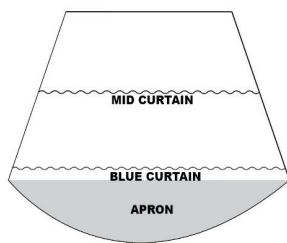
APPLICANT INFORMATION

Name of Organization/Group/Department:			
Contact Person Name:		Day Phone:	
Email:		Evening Phone:	
Please Check:			
<input type="radio"/> MAC Event	<input type="radio"/> MAFAA Event	<input type="radio"/> Civic/Charitable/Nonprofit	<input type="radio"/> Business/Commercial

EVENT INFORMATION

Event Name:			
Event Date*:	# of Participants:	Arrival Time:	
Length of Event Hours:	Departure Time:		
Are participants charged a fee?	<input type="radio"/> Yes	<input type="radio"/> No	Amount of fee: _____
Will refreshments or a meal be available?	<input type="radio"/> Yes*	<input type="radio"/> No	
<p>*NOTE: Space cannot be guaranteed more than six months in advance. <i>No food or drink</i> is allowed in the MAC Fine Arts Theater. No alcohol is permitted on campus. Trash removal is required (dumpster located by the Baseball Field.) A \$20 fee will be charged if trash is not removed. If a catering service will be used, American Food and Vending on the MAC Campus must be allowed to bid on the job before another caterer can be used.</p>			

SPACE REQUESTED

<input type="radio"/> Fine Arts Theater Lobby			<input type="radio"/> Fine Arts Theater		
If requesting the use of the Fine Arts Theater, what area of the stage is required?					
<input type="radio"/> Apron (in front of the blue curtain)		<input type="radio"/> Apron + stage in front of the mid-curtain		<input type="radio"/> Full stage area	
			<p>Most event needs may be accommodated by use of the Apron alone. Please request the use of the Apron unless you have a need for a larger amount of stage area and provide a description.</p>		

ADDITIONAL EVENT ASSISTANCE REQUESTS

MAFAA event - MAFAA will provide A/V, Sound & Lighting Technicians

Please refer to the Fee Schedule on Page 4 for applicable costs associated with the following services.

Room/Event Set-Up Requested
(Requires a request to General Services)

Audio/Visual Technician
(Requires a request to IT Dept - See
Facility Use Fee Schedule)

Lighting Technician
(See Facility Use Fee Schedule)

Require A/V or sound equipment. **User will be billed for any lost or damaged equipment.**

Large Screen (7.5'x10')

Small Screen (4'x6')

Projector for Large Screen

Projector for Small Screen

Laptop

Other _____

Podium w/Mic

Hand-held Cordless Mic (Limit 2)
Qty _____

Solo Mic (w/Cord)
Qty _____

Stage Mic (Large Radius)
Qty _____

Lapel Mic
Qty _____

Monitor (Limit 2)
Qty _____

Custodial Services (required for groups of 200+)
(See Facility Use Fee Schedule on Page

Security (required for groups of 150+)
(See Facility Use Fee Schedule of Page 4)

APPLICATION AGREEMENT

The applicant hereby: Will observe all regulations of the College, including the Facility Use Guidelines outlined on page 3; will promptly pay all fees; will exercise the utmost care in the use of College premises and property; will make good any damages arising from the applicant's use of said property. The applicant agrees to indemnify the College and hold the College harmless from any and all liability, damage, loss, claims, actions, causes of action, cost, or expenses including counsel fees occasioned by or arising out of the applicant's use of the College facilities including but not limited to any claim, damage, loss, action, cost or expenses incurred or claimed to have been incurred through this usage, by any person connected or associated with the applicant including employees, agents, customers, guests, or members. The applicant agrees to defend any claim or action at its own expense that is brought against the College arising out of the use of the College facilities by the applicant. The College shall cooperate with the applicant in said defenses, or at its election, the College may assume such defenses at the expense of the College.

The applicant understands that, for public necessity or emergency, the College may terminate this agreement at any time with full refund to the applicant.

Signature of Applicant: _____

Date: _____