

Lab Theatre Reservation Form

This form must be filled out, complete with all signatures before a reservation is confirmed. Please do not advertise your event or sign contracts until you have discussed the use of the facilities with the individuals listed below. Signatures of the individuals must be obtained in the listed order. If you have any questions, please contact the Building Coordinator at (315) 312-2987 or 47 Tyler Hall. This form may be obtained through the Theatre Department Secretary at 106 Tyler Hall, or the form page of the Theatre Department web site. It is suggested you start with the secretary to confirm the dates you desire are available.

Name of Event: _____ Today's Date _____

Organization: _____ OSU Function Number: _____
(Unless otherwise noted, the above organization or function number will be billed for technical support.)

Person(s) Responsible: _____

Address _____ Phone Number _____

Please describe your event _____

Scheduling: Date(s) of event: Opens (1st show) _____ Closes (last show) _____

Time you need the theatre _____ Time the audience arrives _____

Time performance starts _____ Time performance ends _____

Rehearsal dates & times _____

(Note - Unless specifically reserved, rehearsal dates & times are on a space available basis, and subject to change. If you require scheduled rehearsals, be sure to arrange for them in your initial request for the space. Unless prearranged with the Technical Director, scenery, staging, and/or shells cannot be placed on stage prior to the day of your 1st rehearsal, and must be removed prior to 12:00 Noon the day after your last performance. The Technical Director reserves the right to require specific set up & removal times to meet scheduling requirements.)

The theatre has been previously reserved by _____

(If previously reserved, you must obtain a release from the person listed above)

Release: _____ Date: _____

In order to insure that you have the support required for your performance, you must talk to, and obtain the signatures of the following staff:

Johan Godwaldt _____ Date _____
(Technical Director, Room 47 Tyler, Hall 312-2987)

Steve Shull _____ Date _____
(Technical Coordinator, Room 47 Tyler Hall, 312-2138)

Judy McCabe _____ Date _____
(Costume Shop Supervisor, Room 105 or 48 Tyler Hall, 312-2988)

Kelly Cullinan _____ Date _____
(Box Office Coordinator, Room 130 Tyler Hall, 312-2141)

Mark Cole _____ Date _____
(Theatre Department Chairman, 105C Tyler Hall, 312- 2140)

cc: Cynthia Adam, University Chief of Police, 312-5555 Date _____

cc: Rebecca Kempney, Custodians, 312-3559 Date _____

cc: Tyler Building Custodians, 312-5613 Date _____

Payroll: The hourly rate for student workers is \$11.50/hour. The Student Supervisor for each event will be paid \$12.50/hour. The size and make-up of the student crew will be agreed to prior to the event. The hours required for the event may include:

1. pre-event preparation
2. load in and rehearsals
3. performance
4. load out
5. stage restoration

(Please see reverse side)

Unless arrangements are made prior to your production, the Lab Theatre is provided as an empty room with work lighting. You must specify any seating, lighting or sound needs. The floor covering is a dance floor which must be removed and replaced (about 18 person/hours) if seating platforms or scenery are to be used. Approximately 100 folding chairs may be available. Any additional support must be scheduled prior to your event. Place check any items you might consider using and we can discuss the use for your production.

_____ Stage Lighting: Please provide light plot one month prior to event. Stage lighting design can be provided by a Theatre Department student for a fee of \$250. General stage wash will be provided at no charge.

_____ Sound/Microphones/Audio Playback: Please describe your event and audio needs:

_____ Audiovisual (Projections): Please describe what you need for your event:

_____ Dressing Rooms (available only around the Tuesday/Thursday morning class schedule)

_____ Green Room

_____ Quick Change Rooms (USL and USR)

_____ Laundry Facilities

_____ Use of the Loading Dock

_____ Stage Furniture (chairs, podium, tables, etc.)

_____ Stage Scenery

_____ Stage Platforms

_____ Seating Platforms

_____ Box Office (Ticket sales)

_____ Printed Tickets

_____ Audience Services (ushers, coat check, house management). NOTE: A Theatre Department trained House manager is required for all performances in Waterman Theatre. The hourly rate is \$11.50. Ushers are the responsibility of the organization. We can provide ushers if requested at \$11.50 per hour.

Please attach a sketch of the layout for the stage if possible or provide any additional notes that will help us understand how best to help you have a great event and experience in Waterman Theatre.

Estimate: Rental _____ Materials _____ Labor _____

I accept this estimate based on the described requirements.

Signature of Organization Representative

Date

7/23/09