

## Request for Room Reservation

### SPONSOR INFORMATION

Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Status: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Organization/Department: \_\_\_\_\_

### EVENT DETAILS

Title of event: \_\_\_\_\_ Date(s) requested: \_\_\_\_\_

Space requested: \_\_\_\_\_ Time(s) requested: \_\_\_\_\_

Intended audience: \_\_\_\_\_

Is this activity connected to a course? ☐ Yes: \_\_\_\_\_ ☐ NoIs this activity connected to a research project? ☐ Yes: \_\_\_\_\_ ☐ NoIs this activity connected to a fundraising project? ☐ Yes: \_\_\_\_\_ ☐ No

### EVENT SUPPORT REQUESTED

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Box office                | <input type="checkbox"/> Speaker spotlight        | <input type="checkbox"/> Tables and chairs |
| <input type="checkbox"/> Projectionist: _____      | <input type="checkbox"/> Speaker microphone       | <input type="checkbox"/> Studio manager    |
| <input type="checkbox"/> Film projectionist: _____ | <input type="checkbox"/> Special equipment: _____ |  |
| <input type="checkbox"/> Computer support          | <input type="checkbox"/> Marketing support: _____ |  |

### BILLING

**Pricing for the Coppola Theatre:** A minimum fee of \$50 for events lasting two hours or less; \$25 an hours for each additional hour. These fees cover any costs of support related to your event, including projection, sound (mics), lighting (including a speaker spotlight), table set-up, etc.

Film projection fees are additional: \$200 for 16mm and \$500 for 35mm.

Billing Contact Name: \_\_\_\_\_

Billing Contact Email: \_\_\_\_\_

Billing Contact Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

#### For Office Use Only

Forward to: ☐ Warren Haack ☐ Scott Boswell ☐ Kiva James ☐ Katherine Kwid ☐ Ceci Herrmann

Chair approval: \_\_\_\_\_ Date: \_\_\_\_\_

## Policies for the Use of Cinema Spaces

Except under exceptional circumstances, the Cinema Studies Center and the Cinema Seminar Room are for Cinema students and faculty only. As a service to the larger campus community, the Cinema Department makes the Coppola Theater available to other colleges or comparable administrative units on campus. This is a unique facility and is therefore cleaned by professional staff on a very limited basis. We expect all those who use the theatre to keep it clean and in working order. Coppola Theatre has seats for 149 individuals. Please do not request Coppola if you expect more than 149 people to attend.

**To reserve one of these spaces, please carefully review the following rules, sign this document, and complete the Request for Room Reservation form (page 2 of this document).**

If you receive approval to use one of these spaces:

1. (Coppola Theater Only) The projection booth in the back of the theatre has very sensitive equipment, and no one should enter that space except a trained professional approved by the Cinema Department. A projectionist will be provided to all external units approved to use Coppola.
2. (Coppola Theater Only) Food and drink are not permitted inside the Coppola Theater. Food and drink may not be served in the lobby outside of the theatre. However, food and drink may be served in the reception area, which is one level up from the lobby, inside the lower-level entrance to the building.
3. Do not bring additional furniture into the room or remove any without prior approval of the Department of Cinema. For the Coppola Theater, we can provide 2-3 large tables and a limited amount of chairs for use in the reception area, and a smaller table and chair for use outside of the entrance to the theatre itself.
4. Nothing should block the entrance and exit doors before, during, or after the event.
5. The space must be clean and free of debris after your event. Any trash and/or recyclable items should be picked up and placed in receptacles in the area.
6. Do not put anything on the wood facade or wood bar outside the Coppola Theater, the walls outside and inside these spaces, or on the floors, chairs, or other objects without first getting permission from the Department of Cinema. Approved items must be secured in a way that will not leave damage or marks.
7. You are responsible for any damages to equipment or space.
8. The Cinema Department is not responsible for items left in these spaces.

**Failure to comply with these policies and procedures will result in a cleaning, repair or replacement fee, and denial of facility use in the future.**

**By signing below, you are indicating that you understand the expectations and responsibilities outlined in this document and agree to comply with them fully; also, that you accept responsibility for ensuring that payment for the use of the space (if applicable) will be delivered to the Cinema Department upon receipt of invoice.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_