REQUEST FOR COPPOLA ROOM RESERVATION

SPONSER INFORMATION
Name: ____________________________________  Email: _______________________
Status: __Administrator   __Faculty/Staff   __Student   __Strategic Partner   __Visitor
Phone: ______________________
Organization/Department: ____________________

EVENT DETAILS
Title of event: ______________________________  Date(s) requested: ____________
Intended audience: __Cinema Faculty/Staff/Students    __Universal Community
                  __General Public    __ Invitation Only
Time(s) requested: ____________
Is this activity connected to a course?  YES: ___  NO: ___  Course name: ___________
Is this activity connected to a research project?  YES: ___  NO: ___  Project name: ___________
Is this activity connected to a fundraising project? YES: ___  NO: ___
Is this a ticketed/for profit event?   YES: ___  NO: ___

EVENT SUPPORT REQUESTED
___Projectionist (check one):  DVD/Bluray ___  VHS ___  Both ___
___Film projectionist (check one):  16mm ___  35mm ___  Both ___
___Computer support
___Speaker microphone
___Special equipment: ______________________

PRICING
Rental Rates:
University Sponsor:  $500 flat up to 3 hours access;  addtl hours billed at $50 per hour (no prorating)
Off-Campus Sponsor  $1000 flat up to 3 hours access:  addtl hours billed at $100 per hour (no prorating)
Projectionist rate:  $75 flat for up to 3 hours labor;  addtl hours billed at $25 per hour (no prorating)
***Projectionist must be arranged through and trained by the School of Cinema.

RECEPTIONS:
Must be organized independently of School of Cinema support or staff.  Receptions may not be held inside the FA 101 theater space proper.  Receptions can be accommodated in the hallway:  please coordinate with the FA Building Manager.  Post-event/screening clean-up is required.  Charges will apply in the event that the spaces have not been left as they were found, or for damages to equipment or facilities.  Abuse of facilities will result in declined future applications.

FILMING:
Must be formally requested, details provided, and be approved by Director of Cinema in advance of event.  All technical restrictions and advisories must be observed.

Billing Contact Name: __________________________      Billing Contact Email: _____________________
Billing Contact Phone: __________________________
Billing Contact Signature: __________________________
School of Cinema Director approval: __________________________  Date: __________________________
POLICIES OF USE – COPPOLA THEATER

The Coppola Theater 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. The Coppola Theatre has seats for 149 individuals only. Events of over 149 people are not permitted.

PROJECTION BOOTH:
The booth back of the theatre has very sensitive equipment. 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 (fee may apply).

FOOD AND DRINK:
Food and drink are not permitted inside the Coppola Theater, nor in the lobby outside of the theatre. Food and drink may be served in the reception area, one level up from the lobby, on the 1st floor.

SAFETY PROTOCOL:
Nothing should ever block the entrance and exit doors of the Theater before, during, or after the event. 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. Do not bring additional furniture into the room or remove any without prior approval of the Department of Cinema.

POST-SCREENING:
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.

RECEPTIONS:
2-3 large tables can be made available for use in the reception area, as well as a smaller table for use outside of the entrance to the theatre itself.

LIABILITY
The Cinema Department is not responsible for items left in the Theater, Booth or adjoining 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. The signing party (and/or the organization they represent) is responsible for any damages to equipment or space.

By signing below, I confirm that I understand the expectations and responsibilities outlined in this document. I agree to comply with them fully and to supervise that others involved in the event also comply. I also accept responsibility (or warrant that I am authorized to accept responsibility on behalf of the Sponsor Organization named on P1) for all damages or clean-up costs, and for ensuring that any applicable payment for use of the space will be delivered to the School of Cinema no later than 24 hours prior to the event. (For payment arrangement contact Nalini Libby at nlibby@sfsu.edu)

Signature: ___________________________ Date: ______________

Name: _________________________________