

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: _____