

FOR INTERNAL USE ONLY

Date Rec'd _____

- Approved
- Booked
- Confirmed
-

**IDA WALDRAN
AUDITORIUM**
Request Form and Contract

SUBMIT ONLINE*
<http://scems.uca.edu/VirtualEms/>

UCA STUDENT CENTER

Scheduling Office, SC 203A
UCA Box 5101

201 Donaghey Avenue
Conway, Arkansas 72035

Ph. (501)852-2524

Fax (501)450-5874

E-Mail: SCScheduling@uca.edu

*RSO Presidents/Advisors and UCA employees can submit the request **ONLINE** at <http://scems.uca.edu/VirtualEms/>

*Complete and Return ◆in Person to SC 203A ◆by Email SCScheduling@uca.edu ◆or Fax (501) 450-5874

This request must be submitted at least 2 weeks in advance of the event date.

Organization Information

Organization or Department: _____

Contact Name: _____

Contact Phone: _____ Alternate Phone: _____

Contact Email: _____

(Be sure to check the email address you submitted AND email 'trash' in case the message is rejected by your email and sent directly to 'trash')

RSO Advisor: _____

Name / Address for Billing: _____

Event Information

Name of Event: _____

Date of Event: _____

(Enter all dates needed for this one event.)

Brief Description of Event: _____

Is this event being used for a political or religious cause? YES NO

Check all that apply: all UCA attendees over 50% UCA attendees less than 49% UCA attendees
 Charge to attend event Registration fee to attend event Department Sponsored

Event Start Time: _____ Event End Time: _____ Expected Attendance Number _____

Will any TICKETS or other ITEMS be sold at this event? YES NO

If YES what item(s) and cost? _____

(If YES and you are receiving money or goods, you must submit a Solicitation Form - available at Directors Office SC 206A or online at <http://uca.edu/studentcenter/files/2011/08/solicitation-app.student.pdf> for students and <http://uca.edu/studentcenter/files/2011/08/Solicitation-app-commercial.pdf> for commercial.) **PLEASE NOTE: UCA reserves the right to require income participation for ticketed event and/or a percentage of gross sales if you sell items.**

Rehearsal and Performance Schedule

A representative of your organization must arrive within at least 30 minutes of your requested arrival time or the event will be cancelled and you may be charged.

Date	Arrival Time	Activity Rehearsal (R), Technical (T), Performance (P)	Departure Time

Please indicate any other items needed:

- Podium/mic** (1) **Standing mic** (2)– how many? _____ **Wireless mic** (1) **Lapel mic** (1)
- Sound system** (can connect to laptop, ipod or iphone)
- Tables** – Placed where; how many? stage: _____ entrance: _____
- Chairs** – Placed where; how many? stage: _____ entrance: _____
- Piano:** We do not guarantee that the piano is in tune.
- Projector System:** (Rear screen system with large drop down screen that when lowered from ceiling will cover 90% of the front of the stage) You must provide your own laptop and remote “clicker”.
- Additional** _____

Rental Fees & Important Information

UCA RSOs and Affiliated Groups charging admission: Rent is \$37.50 per hour (2 hour minimum) plus the direct costs of required and/or requested UCA personnel, equipment or services. Half day rates are not available.

When no admission fee is charged by UCA RSOs and Affiliated Groups: Rental fees are waived. Direct costs are still charged for required and/or requested UCA personnel, equipment or services.

External Groups: Rent is \$75 per hour (2 hour minimum) plus the direct costs of required and/or requested UCA personnel, equipment or services. Half day rates are not available. Proof of liability insurance may be required.

If the University closes due to inclement weather, the event will be canceled and rescheduled if possible.

DUE TO THE CLOSE PROXIMITY OF OFFICES AND CLASSROOMS, LOUD MUSIC, NOISE, SHOUTING, ETC. are prohibited in Ida Waldran Auditorium before 4:30 p.m. Monday-Friday. The auditorium doors should remain closed and music, singing, etc. should be kept to a low level.

This form is a contract. By signing, you confirm that you have read, understood and agreed to all policies and procedures for reserving and using Ida Waldran Auditorium. The Board of Trustees University Facilities Policy #400 can be found online at <http://uca.edu/board/files/2010/11/400.pdf> and the Ida Waldran Facility Use Regulations can be found online at http://uca.edu/studentcenter/files/2011/08/sc_ida_facility_regulations.pdf

All contracts related to the presentation of an event in Ida Waldran Auditorium, including contracts between user and performers, speakers, sub-contractors, managers, and others are subject to review by the Student Center Director. Proof of liability insurance may be required.

You agree to be responsible for any costs or damages that occur during your event. Rules regarding decoration can be found online at http://uca.edu/studentcenter/files/2011/08/sc_ida_facility_regulations.pdf

Failure to use or cancel the reservation for Ida Waldran Auditorium forty-eight (48) hours prior to the event will result in charges and direct cost fees. No penalty is involved when cancellation occurs before this specified time. Changes to a reservation must be submitted at least two (2) weeks prior to the event. **This request cannot be processed, approved and confirmed without your signature.**

Signature _____ Date _____