

**APPLICATION  
FOR USE OF STUDIO THEATRE SNOW FINE ARTS**

**NOTICE:** ANY NON-UCA THEATRE GROUP OR INDIVIDUAL MUST APPLY TO USE THE SPACE AT LEAST ONE WEEK IN ADVANCE OF THE DATE DESIRED, INCLUDING THEATRE STUDENTS WHO ARE REQUESTING THE USE OF THE SPACE FOR ANOTHER GROUP.

CONTACT NAME \_\_\_\_\_

GROUP NAME \_\_\_\_\_

PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

IF THIS IS FOR A CLASS PROJECT, WHO IS YOUR INSTRUCTOR? \_\_\_\_\_

DATE(S) AND TIME(S) YOU ARE REQUESTING USE OF THE SPACE:

DATE: \_\_\_\_\_ Time: from \_\_\_\_\_ to \_\_\_\_\_

DATE: \_\_\_\_\_ Time: from \_\_\_\_\_ to \_\_\_\_\_

(Use the back of this application if you require additional dates.)

WHAT IS THE REASON FOR YOUR WANTING TO USE THE SPACE? i.e. class project, rehearsal, performance, lecture, etc. **BE SPECIFIC.** Performances require a UCA faculty/staff sponsor to be present.

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HOW MANY PEOPLE WILL BE INVOLVED? \_\_\_\_\_

WILL YOU REQUIRE USE OF THE LIGHT OR SOUND BOARD? \_\_\_\_\_

IF SO, YOU MUST EITHER RECRUIT A THEATRE STUDENT VOLUNTEER WHO IS APPROVED BY TOM MARHENKE, OR PAY AN APPROVED STUDENT \$10.00 AN HOUR.

DO YOU NEED ANY KIND OF SPECIAL SET-UP? \_\_\_\_\_

IF SO, PLEASE BE SPECIFIC AS TO WHAT IS REQUIRED. \_\_\_\_\_

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THE SPACE MUST BE RETURNED TO THE CONDITION IT WAS FOUND. ALL FOOD AND DRINK MUST BE DISPOSED OF IN APPROPRIATE RECEPTACLES OUTSIDE THE ROOM. DO NOT LEAVE FOOD OR DRINK IN THE STUDIO.

YOU WILL BE NOTIFIED WHETHER YOUR APPLICATION IS APPROVED OR DISAPPROVED AS SOON AS POSSIBLE. THE APPROVAL WILL DEPEND UPON WHETHER OR NOT OTHER THEATRE ACTIVITIES HAVE BEEN SCHEDULED AND/OR THE NATURE OF YOUR REQUEST.