Ferguson Chapel
Request Form and Contract
SUBMIT ONLINE*
http://scems.uca.edu/VirtualEms/

*RSO Presidents/Advisors and UCA employees can submit the request **ONLINE** at **http://scems.uca.edu/VirtualEms/**
*Complete and Return   in Person to SC 206B   by Email SCScheduling@uca.edu

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.**

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.

PLEASE DO NOT MOVE THE PIANO FROM ITS ORIGINAL POSITION. ANY DAMAGE PRESENT AFTER AN EVENT WILL BE NOTED AND FEES APPLIED ACCORDINGLY.

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 _____

8-2014