



**LEHMAN STAGES SPACE REQUEST FORM**  
**Contract to Use Specialized Space**

The Department/Program of \_\_\_\_\_ has requested the use of:

(Circle One)

THE  
LOVINGER  
THEATRE

THE  
STUDIO  
THEATRE

THE DANCE LAB@LEHMAN

S.E.T  
The Student Experimental Theatre

For the following \_\_\_\_\_ Date/s \_\_\_\_\_  
(Name/Type of Event)

With access to the following equipment: (Check one)

Podium \_\_\_\_\_ Microphone/s # \_\_\_\_\_ Projector \_\_\_\_\_ Band Shell \_\_\_\_\_ Music Stands # \_\_\_\_\_  
Slide  
Video  
PowerPoint Set Up \_\_\_\_\_ Other \_\_\_\_\_

Number of guests expected for your event: \_\_\_\_\_

**Requests are subject to availability. It is understood that the following costs will be borne by the user:**

Technical Personnel – House Staff – B&G (when applicable) – Public Safety (when applicable)  
*Appropriate staffing for your event is determined by the Director of Lehman Stages.*

The estimated cost for your event is \$ \_\_\_\_\_  
**(This is strictly an estimate. There is an additional cost if an event runs over its planned duration or if more personnel are required)**

The total cost for the use of this specialized space will be transferred from the \_\_\_\_\_ account to the Lehman Stages account (Campus Auxiliary).

The Department using the space agrees to comply with all posted regulations concerning the use of that space and will be responsible for any damage to the space and/or the equipment therein. During the usage period, the Technical Director is responsible for the safe and reasonable utilization of the space and can revoke usage privileges at his discretion at any time.

Signature of Department /Program Chair of requesting Department: \_\_\_\_\_ Date \_\_\_\_\_  
Signature of Divisional Dean(s): \_\_\_\_\_ Date \_\_\_\_\_

Approved by Lehman Stages \_\_\_\_\_  
Dante Albertie - Director

**PLEASE FILL OUT THIS FORM AND FAX TO LEHMAN STAGES @ 718.960.7376  
YOUR DATE WILL NOT BE HELD UNTIL THE FORM IS COMPLETED AND SIGNED**

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