LEHMAN STAGES SPACE REQUEST FORM
Contract to Use Specialized Space

The Department/Program of _________________ has requested the use of:

(Circle One)

THE LOVINER THEATRE STUDIO THE DANCE LAB@LEHMAN

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