



Katzen Arts Center, Facilities Request Form

Please complete (print or type) and return to Maria Benzie, Patron Services and Events
Coordinator Fax: 202.885.1148 Email: benzie@american.edu

Date: _____

PART ONE: ORGANIZATION DETAILS

Please Check One:

Internal Inquiries

AU Student Organization: _____

AU Campus Dept./Org: _____

Is this event sponsoring/in-partnership with a non-AU Organization? YES / NO
IF "yes", what is the name of the non-AU Org.? _____

External Inquiries (non-AU)

Other: _____

Is your organization a 501(c)3? YES / NO

Authorized/Organization Representative: _____

Mailing Address: _____

Phone: _____ Fax: _____ Email: _____

PART TWO: EVENT DETAILS

Event Title: _____

Event Description:

Venue(s) Requested:

- Abramson Family Recital Hall (max capacity: 200)
- Kreeger Lobby
- Ensemble/Rehearsal Room 151 (max capacity: 70)
- Rotunda Lobby, First Floor
- Studio Theater (max capacity: 45-90, *depending on set up*)
- Ensemble/Rehearsal Room 112 (max capacity: 45-75, *depending on set up*)
- American University Museum
- Other Space(s): _____

Preferred Date(s) and Time(s): _____

Is your date/time flexible? YES / NO

If "yes", please list secondary options: _____

Event Start Time(s): _____ **Event End Time(s):** _____

Load-in Time(s): _____ **Load-out Time(s):** _____

Audience Information:

Event type (select one):

- AU Private Event | (we are primarily *inviting* an AU & student audience)
- Private | (we are primarily *inviting* a non-AU audience)
- AU Public Event | (we are primarily *marketing* this event to an AU & student audience)
- General Public | (we are primarily *marketing* this event to a non-AU audience)

Estimated audience size: _____

Additional Event & Audio/Visual Details:

A. Is a Reception being planned? YES / NO

Select all details that apply

- Catering:** working with a *professional* caterer; bringing & serving food ourselves
- Serving:** seated meal (i.e. buffet or served); standing reception (i.e. passed hors d'oeuvres)
- Alcohol:** planning to serve alcohol (beer & wine only); and liquor

B. Piano Needed? (note: additional charges for tuning may apply): YES / NO

C. We will need a Lectern/Podium, Microphone & PA: YES / NO

D. Audio/Visual (additional charges may apply for equipment and personnel costs):

E. Other (please specify):

PART THREE: FRONT-OF-HOUSE DETAILS

Applies to events in the Recital Hall and Studio Theater (i.e. performances, lectures, panels)

Length of the first (1st) Half of the Program: _____

Length of the second (2nd) Half of the Program: _____

Will there be an Intermission? YES / NO

Length of Intermission: _____

Will a reception happen before or after the event? Before / After

Does your event require ticketing services? YES / NO

PART FOUR: AGREEMENT POLICIES

AU Campus/Dept. Sponsored & Partnered Events: When an AU Department or Campus Organization sponsors and/or partners with a non-AU organization, they assume complete responsibility for the event. This includes, *but is not limited to*, maintenance related misuse of the facility; direct reimbursement and legal liability. The representative of the university department/organization must be authorized to commit resources/funds on behalf of their department and/or organization. The representative of a student organization that is completing the facilities request form must be listed on the organization’s registration form, on file with the Office of Campus Life. Further, when an AU dept./campus organization sponsors an event; ALL logistics, communication and billing must be handled through the sponsoring dept./organization.

Receptions: All receptions must be approved by the Facilities and Operations Manager, who will notify Physical Plant Operations and Aramark regarding the event. It is the responsibility of the client to contact their caterer, request appropriate equipment and assume a pro-active and on-site role to ensure proper setup. Regarding the performance venues, food and drink is strictly prohibited in the seating areas. Please note, Katzen does not own or supply catering tables, linens, food, drink, etc.; however, we do have a preferred catering list (available upon request).

Event Costs: Once a date/time is approved, the client will be provided an official estimate of costs. This is ONLY an estimate; which, we will need signed and returned in order to send a confirmation. On the day of the event, the client should remain conscious to the fact that additional needs for equipment, staff time, last minute requests, etc. may create additional charges that will show up in the final invoice.

Event Load-out and Clean Up: The client is responsible for returning the venue back to its original state. All trash, that cannot fit into the regular trash cans, must be taken downstairs to the dumpsters *by the client*. Katzen will provide an Events Manager to ensure the safety of all patrons in the building (Katzen event staff is not responsible for event set-up, clean-up and event tear down).

By signing below, I agree to abide by all campus regulations regarding the use of space and I agree to restore the space to its original condition for the next user. I also recognize that this a REQUEST for space, NOT a CONFIRMATION. I understand that I cannot advertise the date, time and location of this event until I have received a confirmation.

Authorized Department/Organization Rep. Title Date

Student Organization Advisor Title Date

Questions? Please contact: Maria Benzie, Patron Services and Events Coordinator (benzie@american.edu)