

**FACILITY RESERVATION REQUEST FORM
THE UNIVERSITY OF NORTH CAROLINA AT PEMBROKE
MOORE HALL AUDITORIUM**

Organization: _____

Applicant's Name: _____ Telephone No. _____

Address: _____

Date(s)/Time of Event: _____

Rehearsal Dates/Times: _____

Description of Event: _____

Will admission be charged? _____ If yes, how much? Students _____ Others _____

Materials/Equipment Requested (please specify number):

Table _____ TV/VCR _____ Podium _____ Screen _____

Chair _____ Microphone(#/Type) _____ Sound System _____ Piano _____

Floor Monitors (Circle) 1 or 2 Other _____

Note: Set-up materials should be coordinated with the UNCP Physical Plant; Equipment request should be coordinated with the Media Center and are the responsibility of the applicant.

Guidelines for Use of Facility (See Reverse Side)

Required Signatures:

Applicant	Date	Administrator of Facility
Date		

Organization Advisor	Date	Vice Chancellor for Student Affairs
Date		

Director of Student Activities	Date

Copies to: Physical Plant, Campus Police, Information Booth, Academic Affairs, Switchboard, Chancellor's Office, Applicant, Facility Administrator

APPLICATION AND CHECK PAYABLE TO UNCP MUSIC DEPARTMENT (EXTERNAL GROUPS) MUST BE RECEIVED BY THE ADMINISTRATIVE SECRETARY OF MOORE HALL (WITH ALL REQUIRED SIGNATURES) AT LEAST FOUR (4) WORKING DAYS FOR INTERNAL GROUPS AND SEVEN (7) WORKING DAYS FOR EXTERNAL GROUPS PRIOR TO THE EVENT. LATE REQUESTS WILL NOT BE HONORED.

FEES (EXTERNAL GROUPS): \$125.00 PER PERFORMANCE; \$50.00 PER REHEARSAL

Guidelines for the Use of Moore Hall Auditorium

The following guidelines are intended to provide for the safety of both the users of this facility and the facility itself.

I. Lighting

- A. Organizations using this facility will have access to controls governing the following:
 - 1. House lights (controlled at main door)
 - 2. Work lights (on stage area)
 - 3. Centrally located spotlights (with dimmer controls)
 - 4. Stage lighting located in ceiling clouds
- B. Organizations will not have access (unless prior arrangements have been made with the UNCP Physical Plant to controls governing)
 - 1. Spotlights located on bars above stage area
 - 2. Spotlights mounted on both sides of auditorium (with dimmer controls)

II. Shell Units

- A. The moveable Wenger shell units are positioned in such a way that approximately 80% of the stage area is usable.
- B. Under no circumstance are these shell units to be moved unless the organization has received prior permission and a responsible member of the organization has received instructions from the Moore Hall Technical Operations Manager on how this is to be done.
- C. If permission is given to move shell units, they must be returned to the original setup at the end of the rehearsal /event.
- D. Under no circumstance is anything to be attached (taped, stapled, tacked, etc.) to shell units.

III. General Housekeeping

- A. All organizations using this facility are responsible for leaving the entire (stage and seating area) in the same (or better) condition than they found it.
- B. Under no circumstance are props, scenery, etc. to be left in the auditorium or stage area unless prior arrangements have been made.

IV. Materials/Equipment

- A. Requests for equipment must be made at the time that the "Application for Use of Facility" form is completed. The UNCP Physical Plant will be in charge of providing the requested materials/equipment.
- B. All equipment, materials, props, etc. brought into the facility shall be moved immediately after the program unless prior agreement has been made in writing. All equipment, etc. not removed at the schedule time will be moved by employees of UNCP at the expense of the Lessee and will be stored by the Lessor at a daily charge of \$100 per day.
- C. Please note that the projection room in the balcony is no longer in use. All movies will be shown from the auditorium floor.

V. Miscellaneous

- A. In the event that two activities are scheduled on the same date, each group must complete a "Facility/Tent Use Form: Verification of Condition" at the conclusion of the event prior to the subsequent group taking occupancy of the facility.
- B. One make-up area at the rear of the stage will be available to organizations using this facility.
- C. NO FOOD OR DRINK IS ALLOWED IN THE AUDITORIUM.

D. The University reserves the right to deny the use of its facilities to any applicant when in the judgment of University officials such use is not in the best interest of the University.

I have read and fully understand the above guidelines. I am also aware that failure to comply with these guidelines may result in the loss of privilege to use Moore Hall Auditorium.

Signed _____ Date _____
Applicant