

Request for Use of the GSC Theater And/or Technical Support Instructions

Xavier University
Office of Performing Arts

Below are the procedures for requesting technical support, reservation of the GSC Theater, and cancellation of events. All groups must follow these procedures to insure support of their events. All persons reserving the GSC Theater are responsible for following the GSC Theater Policy for Scheduling and Use which is posted on-line at: <http://www.xavier.edu/players/>

Technical Support inside or outside of the GSC Theater

1. Fill out a Request for Technical Support form *at least two weeks prior to your event*. Forms can be found at the Gallagher Student Center Welcome Desk, in room 12 – lower level Gallagher and in the Office of Student Life. The original and 3 copies of the completed form (4 sheets in total) should be returned to Tracy Macmorine, Operations Manager, in person in room GSC 012 (the Green Room), to her mailbox behind the Welcome Desk, or mailed to her at ML 2122.
2. A copy of the Request for Technical Support form, initialed by the Asst. Dir. Of Operations and the Technical Director will be returned to you as confirmation of your date in the theater or other technical support of your event. Any conflicts, as well as the estimated charges for your event will be listed on this copy. PLEASE NOTE: The reservation or technical support IS NOT CONFIRMED until the copy is returned to you.
3. Support outside of the GSC Theater is generally limited to sound system (microphone) set-up in the Conaton Board Room. If your event is not in the theater, please request projection screens, projectors, lighting, podiums, etc. from campus AV or Physical plant.

Cancellation or Change of Technical Support

1. To cancel an event in the GSCT, any of its facilities or other technical support, choose one of the following:
 - Write the word “CANCEL” on your copy of the Request for Technical Support and return it to the Operations Manager in person or by mail. Other written notice of cancellation with an authorized signature that matches the one on the original Request for Technical Support is also acceptable.
 - The person listed as requester or advisor on the Request for Technical Support may email macmorinet@xavier.edu with CANCEL THEATER RESERVATION in the subject line and the title, date(s) and time(s) of the event with a contact phone number.
2. Notice of cancellation of an event in the GSCT, any of its facilities or other technical support must be received at least seventy-two hours (3 days) prior to the start of the event.
3. **Any group which fails to cancel its event or other technical support in a timely fashion will be charged a fee of \$150.00 plus estimated student labor costs for the event.**
4. To *change* a request for technical support, please return a copy of the original request with “CANCEL” written on it and submit a *new* Request for Technical Support with the appropriate information.

Additional Fees

1. Labor fees for student technicians will be charged at the rate of \$15.00/hour per student for all events.
2. Replacement and/or repairs costs will be assessed for any and all damages to Gallagher Student Center Theater spaces and equipment.
3. Groups will be charged \$25/day storage fee for props, set pieces or any other items that remain in the theater, shop, dressing rooms, etc. beyond the date of the reservation.
4. Any group needing transport of equipment in a Theatre Staff person’s personal vehicle will be charged \$10/mile, rounded up to the highest mile.

Request for Technical Support (and/or use of GSC Theater or Studio)

Please submit this **original + 3 copies** no later than 2 weeks prior to your event

Event Title: _____
 Event Location: _____
 Organization: _____
 Xavier Budget #: _____

Contact Person: _____
 Campus Mail Location: _____
 Phone Number: _____
 Email: _____

Date(s) of Event (and any rehearsals, if needed):

Times(s) of Event (and any rehearsals, if needed):

		am/pm	to			am/pm
		am/pm	to			am/pm
		am/pm	to			am/pm
		am/pm	to			am/pm

Sound Needs - Microphone(s), CD Playback, Recording, etc.:

Lighting Needs - General Wash, Color Wash, Specials or Spotlights, etc.:

Other Needs (Podium, Projection Screen, Tables, Chairs, etc. (Please provide a Setup Diagram):

Organization Advisor*: _____

Printed Name	Signature	Phone & ML	Date
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**I acknowledge that the above organization will be charged for all labor and any damages associated with this event.*

OFFICE USE ONLY:	Received By: _____	Date: _____
Space Available	Y N	_____
	GSC Operations Manager Signature	Date
Staff Approved	Y N	_____
	Technical Director Signature	Date
Estimated Operations fees (Equipment and/or Student Labor \$15/hr per student):		\$ _____