

**Co-Sponsorship of Events in Auditorium Request Form**

EVENT: \_\_\_\_\_

DATE: \_\_\_\_\_

JCC Co-Sponsoring Department: \_\_\_\_\_

Person responsible for event: \_\_\_\_\_

Telephone: \_\_\_\_\_

Space needed for event: \_\_\_\_\_

Time needed for event (including set-up/strike): \_\_\_\_\_

Name of User: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone: (residence) \_\_\_\_\_ (office) \_\_\_\_\_

Organization or fund-raising charitable event represented: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Organization Telephone: \_\_\_\_\_

Chief Officer of Organization: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Event Free/Open to public: \_\_\_\_\_

JCC Box Office needed: \_\_\_\_\_

Ticket price, if applicable: \_\_\_\_\_

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**Reason rent and/or personnel charges should be waived:**

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Base Rental Fee .....\_\_\_\_\_

Personnel Fees:    Technical.....\_\_\_\_\_

                          Custodial.....\_\_\_\_\_

                          Security.....\_\_\_\_\_

                          Sound.....\_\_\_\_\_

                          Stagehand.....\_\_\_\_\_

                          Ushers.....\_\_\_\_\_

                          Equipment Rental Fee..\_\_\_\_\_

                          =====

                          Total Cost to JCC:           \_\_\_\_\_

Administrative Council Decision: \_\_\_\_\_

Date \_\_\_\_\_

## **Procedure for Co-Sponsorship of Events in Auditorium**

1. Contact Performing Arts Director for availability of space and date(s) needed.
2. Fill out Co-Sponsorship Request form and return to the Performing Arts Director.
2. **Please include all necessary details or needs for event on request form;**  
i.e., A/V equipment, number attending event, charge to public or free/open, set-up and strike time needed in addition to length of event
3. After data collection for event, the Managing Director of Performing Arts will forward request to the Administrative Council for decision.
4. Upon return of request from Administrative Council, the Managing Director of Performing Arts will forward a copy of request form to all necessary parties.

**Note:** any changes to event(s), equipment, personnel and/or times are subject to approval by the Performing Arts Director.

This form **MUST** be completed in its entirety and returned **AT LEAST 30**  
days prior to your scheduled event.

Forms not received 30 days prior to event will not be considered.