

Art and Music Center (AMC) *Reservation/Contract*

Organization/Dept. Name _____ Contact Person _____

Phone # _____ Email _____

Organization Advisor _____ Phone # _____

Title of Event _____ Purpose _____

Describe event (include activities, set up, approximate attendance (90% students, 10% faculty/staff, etc.) timeline, etc.) _____

Date of Event _____ Room(s) Requested _____

Start Time of Event _____ End Time of Event _____

Reservation Start Time _____ Reservation End Time _____

(includes set up and take down times)

Special Requests:

- Change in room set up
- Use of Concert Grand piano(s) in KRH: Steinway Baldwin
- Use of Grand piano in 113
- Use of stage lighting in KRH
- Use of the Tap cart (must reserve date with Betsey Ingraham, Ext. 2413).
*The person or group using the Tap cart is responsible for setting up and taking down and returning it to room 105 **immediately following the event.***
- Recording of Event VHS CD DVD
- Sound equipment requests (i.e. mics, speakers, etc.): _____
- Food (must be ordered from Aquinas College Dining Services or request a food waiver) Contact: Jessica Barnett, Catering Manager.

Other Requests or Comments: _____

I understand that by completing this form, I agree to and am responsible for the use facilities, instruments and equipment as stated in the policies for use of:

**KRH
113
RECORDING STUDIO 201/ART GALLERY
AMC IN GENERAL**

Signature: _____

Advisor Signature: _____

Date: _____

Within 2 weeks upon receipt of this document, it must be completed and returned to: Aquinas College, Attention: Betsey Ingraham, Art and Music Center, 1607 Robinson Rd. SE, Grand Rapids, MI 49506-1799. Following review of request, you will be notified of your confirmation. Thank you for your cooperation

Please Note: Additional staffing and equipment costs may be applicable for your event.