CWRU Student Organization agreement for facility and equipment usage with the Theater Department at MPAC

The Theater Department is committed to uphold the University’s Mission Statement
LINK: https://case.edu/about/mission-vision-values

Students are expected to behave according to the Student Code of Conduct
LINK: https://case.edu/studentlife/conduct/university-code-conduct

Procedure and Guidelines for requesting the reservation for MPAC space usage.
- Contact Depart Admin, Chair and Production Manager during the semester prior to the event requested.
- Provide room numbers for areas requested, dates of rehearsals and performance with projected time start and ends.
- Provide student ID numbers of those participants who need card access to the building. The university will not assign physical keys to interior rooms.
- Notify Depart Reps if extra parking or security is needed.
- Once request is granted dates, times and locations will be submitted to the University Event Management System and will be considered final.

Facility Guidelines for Kalberer use.
- Lights, there are 5 preset cues utilizing the lighting rep plot. Rep plot cannot be augmented or changed. Playback is done with Lighting Touch Panel.
- Sound, none provided.
- Drapery masking is provided and can be moved along the traveler track to cover 2/3 of spaces perimeter.
- Audience seating is provided and cannot be changed.

Facility Guidelines for Roe Green use.
- Lights, there are 5 preset cues utilizing the lighting rep plot. Rep plot cannot be changed. Playback is done with Lighting Touch Panel.
- Sound, none provided.
- Drapery, there is a Main curtain and Mid-stage traveler that can be pulled on or offstage. Upstage black scrim and cyc can be either in or out. All other drapes stay at their trims.
- Fly system is not available for use.
- Audience seating is provided and cannot be augmented.

-Scene and Costume Shops, not available to student groups.
-Dressing rooms can be requested but are subject to event start and end times.

If approved and under special circumstances students may be granted card access to the 2nd floor for control booth usage but must be respectful of faculty / staff office times. All facility equipment and spaces must be respected and areas left clean as were found. Infraction of any above guidelines will result in revoking student group privilege. Request choices on page 2.

I have read and agree to these guidelines. Date ________________________________________

Name, print __________________________________________________________

Signature ______________________________________________________________________

Name of Organization __________________________________________________________________

HJF2
Name of group requesting facility use

Name of production or event

Dates and times of event. Include start and end times

Check applicable areas and support that is being requested

Requesting Kalberer Black Box
Kalberer lighting
Kalberer dressing room

Requesting Roe Green Theater
Roe Green lighting
Roe Green dressing rooms
Roe Green masking/drapery

Classrooms if available
G91
G93
G76

Name and title of requestor

Date