



Dear Community/Arts Organization:

Thank you for your interest in using the facilities at the Rose Lehrman Arts Center at HACC-Central Pennsylvania's Community College. We look forward to assisting you in planning your event.

Please read all attached documents and fill out the enclosed external facility request form(s). To complete your application we ask that you enclose a deposit of \$250.00 and provide proof of liability insurance covering the day of your event.

The lessee shall be responsible for any damage to College property or equipment and for any other losses arising out of use of College facilities. Further, the lessee shall indemnify the College and hold it harmless and defend the college from any claims, losses or actions brought forth by individuals attending or otherwise connected with this event. The lessee shall provide the College with certificate of insurance in the amount of \$1,000,000 or such other amount specified by the College evidencing the lessee has obtained comprehensive general liability insurance for this event. The certificate of insurance should specify that the coverage afforded the "additional insured" is "primary above any and all other collectible insurance." The College shall be named as an additional insured. Proof of insurance is required 45 days before your event.

The \$250.00 deposit must be enclosed with your request form for us to proceed with event planning. You must contact the Theatre Technician at (717)780-3231 at least two weeks in advance of your event date to facilitate technical preparations.

If you have any further questions, contact Lisa Campbell at (717)780-2576.

**ROSE LEHRMAN ARTS CENTER  
THEATRE REQUEST FORM – EXTERNAL USERS**

This form is for external requests only. Please type or print clearly, complete all information, sign, date, and submit to Lisa Campbell, HACC, One HACC Drive A120, Harrisburg, PA 17110.

- PLEASE PROVIDE A CERTIFICATE OF INSURANCE NO LATER THAN 45 DAYS BEFORE YOUR EVENT.
- A NONREFUNDABLE DEPOSIT OF \$250.00 WILL BE DUE WITH THIS FORM. YOUR DATE WILL NOT BE HELD WITHOUT IT.
- YOU ARE RESPONSIBLE FOR RESTORING THE AUDITORIUM, STAGE AND DRESSING ROOM AREAS TO THE STATE IN WHICH YOU FOUND THEM. Please pick up all trash and sweep or mop if necessary.

Organization Name : \_\_\_\_\_ Date/Snow Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Name of event: \_\_\_\_\_

Organization Representative: \_\_\_\_\_

Date(s)	Start time	End time	Performance time	Space reserved	# of participants

**SET UP REQUIREMENTS**

Audio Visual Needs: Podium/microphone: \_\_\_\_ Wireless mic: \_\_\_\_ (handheld \_\_ or lavalier \_\_ )  
 Powerpoint: \_\_\_\_ Audio for Powerpoint: \_\_\_\_ Laptop: \_\_\_\_  
 DVD: \_\_\_\_

Event description: \_\_\_\_\_

Send Bill To: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Will you have food backstage for performers? \_\_\_\_\_ YES \_\_\_\_\_ NO (please check one)

Will you be serving food? \_\_\_\_\_ YES \_\_\_\_\_ NO (please check one)

Will you be serving alcohol? \_\_\_\_\_ YES \_\_\_\_\_ NO (please check one)

**IF YES, YOU MUST HAVE PRIOR COLLEGE APPROVAL (45 DAYS BEFORE EVENT).**

**A confirmation email will be sent to the address above. NOT VALID AS A RESERVATION UNLESS CONFIRMED.**

<b>OFFICE USE ONLY</b>	
<b>PROJECTED BILLING:</b>	Facility Rental: _____
Insurance Form: _____	Technical Staff: _____
Deposit: _____	Other Fee: _____
	<b>TOTAL FEE:</b> _____

If necessary, please attach a diagram of how you want the stage to be set.

## GUIDELINES FOR THE USE OF THE ROSE LEHRMAN ARTS CENTER

Rental documents can be found on our website: <http://www.hacc.edu/RLAC/Facilities-and-Seats.cfm>

1. The Rose Lehrman Arts Center and HACC-Central Pennsylvania's Community College must be listed on all advertisements and printed materials.
2. Group representatives MUST contact the Theatre Technical Director (717-780-3231) at least two weeks in advance to discuss the final stages of set-up and/or any technical needs. If you have particular musical sound and acoustic needs please contact the Theatre Technical Director for suggested sound companies that you may contract directly. Our staff is ONLY able to handle basic sound needs for most events.
3. If you plan on using reserved ticketing, we ask your organization to use the Rose Lehrman Arts Center seating plan in the printing of tickets for your event. The Rose Lehrman Arts Center Theatre has 380 seats. Please refer to the enclosed seating chart for more information. The seating chart can also be found at <http://www.hacc.edu/RLAC/Facilities-and-Seats.cfm>. General admission seating has worked well for many community organizations.
4. The Rose Lehrman Arts Center Box Office is staffed by one part-time staff member and student workers. We are happy to provide information at our Box Office, but we CANNOT sell your tickets.
5. The Rose Lehrman Arts Center is NOT responsible for the promotion and publicity of your event. We will hang posters and flyers on bulletin boards on campus.
6. Receptions are possible before or after your event. Food and drink must be kept to the non-carpeted areas. NO ALCOHOLIC beverages will be served without prior approval from the College Chief Financial Officer. Decorations or special displays must be approved prior to the event. Please contact the Live at Rose Lehrman Artist Series Director as you plan your reception.
7. Group members must clean all areas used for an event, including the theatre, green room, lobby, dressing rooms, gallery and kitchen. ALL AREAS MUST BE RETURNED to the condition you found them. Group members must wipe counters and shelves, and bag all discarded items. Please take bags and boxes with you as our maintenance staff is minimal. **Use of all types of aerosol glitter spray is prohibited in our facility.**
8. Groups who request the use of the grand piano MUST use Hess Piano Co. to tune the piano (Jim Hess 697-4111). Organizations will be billed by Hess Piano Co. for the tuning costs, unless special arrangements are made.
9. ABSOLUTELY NO SMOKING, FOOD OR DRINK IN THE THEATRE AT ALL TIMES!
10. Please read all of the materials attached. The College reserves the right to cancel this event if at any time the College believes information given by the applicant may be false or misleading or if, in the opinion of the College, the event may cause harm to the reputation of the College, be in conflict with the values of the College, or in any way endanger person or property.
11. A deposit of \$250.00 is due in order to reserve the space. This deposit will be credited to your account in the final bill. The space is NOT held without this deposit.
12. Proof of liability insurance is due 45 days prior to your event. Exact details are outlined in the letter which you received as part of this packet.