



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 you must provide proof of liability insurance covering the day of your event. You must also submit a non-refundable deposit of \$250.00 that you will be billed for separately. We must receive this deposit to hold your event date.

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.

You must contact the theatre technical director, Lori Friedlander, at (717)780-3231 at least two weeks in advance of your event date to facilitate technical preparations. Please contact her if you have any additional questions.

GUIDELINES FOR THE USE OF THE ROSE LEHRMAN ARTS CENTER

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 379 seats. The seating chart can be emailed to you. General admission seating has worked well for many community organizations.
4. 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.
5. 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 Technical Director as you plan your reception.
6. **ALL AREAS MUST BE RETURNED** to the condition in which you found them. Group members must clean all areas used for an event, including the theatre, green room, lobby, dressing rooms, gallery and kitchen. Trash should be disposed of in the appropriate receptacles. **Use of all types of aerosol glitter spray is prohibited in our facility.**
7. Groups who request the use of the grand piano **MUST** use Hess Piano Co. to tune the piano (Jim Hess 717-697-4111). Organizations will be billed by Hess Piano Co. for the tuning costs.
8. **ABSOLUTELY NO SMOKING, FOOD OR DRINK IN THE THEATRE AT ALL TIMES!**
9. 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.
10. 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.
11. 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. Failure to submit proof of insurance by this deadline will result in the cancellation of your reservation.

**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 Lori Friedlander, HACC, One HACC Drive A120, Harrisburg, PA 17110 or lbfriedl@hacc.edu.

- **PLEASE PROVIDE A CERTIFICATE OF INSURANCE NO LATER THAN 45 DAYS BEFORE YOUR EVENT. FAILURE TO SUBMIT PROOF OF INSURANCE WILL RESULT IN THE CANCELLATION OF YOUR EVENT.**
- **YOU WILL BE BILLED FOR A NONREFUNDABLE DEPOSIT OF \$250.00. YOU MUST SUBMIT PAYMENT UPON RECEIPT OF THE BILL FOR YOUR DATE TO BE HELD 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: _____

Email Address: _____ Phone: _____

Name of event: _____

Organization Contact: _____

Date(s)	Start time	End time	Performance time	Space reserved	Anticipated Attendance

SET UP REQUIREMENTS

Audio Visual Needs: Podium/microphone: _____ Wireless mic: _____ handheld: _____ 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.

OFFICE USE ONLY	
ESTIMATED BILLING:	Facility Rental: _____
Insurance Form: _____	Technical Staff: _____
Deposit: _____	Other Fee: _____
	TOTAL FEE: _____

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