

West Kentucky Community and Technical College



Facility Use Request Form

APPLICANT INFORMATION

Name of Organization:		Profit Making <input type="checkbox"/>		Non-Profit <input type="checkbox"/>		Internal <input type="checkbox"/>	
Contact Person:			Day Phone:		Evening Phone:		
Current Address:							
City:		State:		ZIP Code:		E-Mail:	
Purpose for Facility Use:							
Date of Application:			Estimated Number of Participants				
Date of Activity:		Begin time:			End time:		
Date of Setup/Rehearsal		Begin time:			End time:		
Select facilities to be used: <input type="checkbox"/> Theatre & Lobby <input type="checkbox"/> Lobby & Gallery Only <input type="checkbox"/> Student Center Stage <input type="checkbox"/> Green Room & Office Space							

TECHNICAL SYSTEMS NEEDED

Audio: <input type="checkbox"/> Lecture/Public Address <input type="checkbox"/> Performance <input type="checkbox"/> Music <input type="checkbox"/> A Capella <input type="checkbox"/> Band <input type="checkbox"/> Computer/Electronic Device <input type="checkbox"/> Other						
If technical assistance is needed please explain:						
Lighting: <input type="checkbox"/> General <input type="checkbox"/> Designed for Event		Projection: Yes <input type="checkbox"/> No <input type="checkbox"/> Only available in the theatre			Podium: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Chairs: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, how many _____		Tables: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, how many _____			Piano: Yes <input type="checkbox"/> No <input type="checkbox"/> Only available in the theatre	

Describe in detail your event and needs:

ADDITIONAL FACILITY PREPARATION

Facility preparation, including equipment, campus security and WKCTC maintenance assistance (via a work order), must be requested by you at least two weeks in advance and is contingent upon availability. External and community groups should coordinate this with Clemens Fine Arts Center staff.

_____ User Signature	_____ Director, Clemens Fine Arts Center
_____ Address	WKCTC
_____ Phone	PO Box 7380, 4810 Alben Barkley Drive
_____ Email	Paducah, KY 42002-7380
	270-534-3213

