



# Sul Ross State University

A Member of the Texas State University System

Event # \_\_\_\_\_

Return Completed Form to:  
SRSU Campus Activities  
P. O. Box C-190  
University Center Room 108  
Alpine, TX 79832  
432-837-8191 - Voice  
432-837-8192 - Fax  
campusactivities@sulross.edu

## Marshall Auditorium Facilities Use Addendum

It is strongly advised that you discuss your event in advance with the Director of Campus Activities. Events requiring custom lighting or sound beyond what is listed below may require an additional charge for technicians.

### Contact Information

Contact person should be knowledgeable about this event and able to make decisions regarding set-up requirements.

Event Name \_\_\_\_\_ Event Date \_\_\_\_\_  
Contact Person \_\_\_\_\_ Contact Ph# \_\_\_\_\_ Contact Email \_\_\_\_\_

### Note!

All spaces are as-is unless special arrangements have been made. All areas used should be left exactly as they are found. Failure to return fixtures and equipment to it's original location and condition may result in additional charges and loss of future privileges.

### Auxillary Spaces: (please check each area you may be using)

- Stage Dressing Rooms
- Box Office
- Balcony Seating  *(Use of the Balcony is discouraged for general seating unless expected audience exceeds 500)*

### Sound:

- Handheld cordless microphones  Quantity (max. 4) \_\_\_\_\_
- Ipod dock located stage left
- Connection for computer/mp3 player  Quantity (max. 2) \_\_\_\_\_

If your event requires more than the above items please give a complete description of you needs. You will also need to meet with Campus Activities and discuss your event. Large productions will require prior approval and additional charges for technicians may apply.

### Lights

Standard lighting is furnished to include a basic stagewash. Technician will be able to turn lights on and off. Theatrical lighting will may require additional charges for a lighting technician. Technician must be an employee of Campus Activities. Please describe your theatrical lighting needs. Attach description if needed.

### Computer and Projectors

On Campus or Departmental Events

Arrangments for computers, projectors and other related equipment should be made through the OIT Help Desk 8765.

Off Campus Reservations

Please discuss your needs with the Campus Activities secretary to determine availability. Describe your needs below. Please confirm with Campus Activities the availability of requested equipment.

### Food and Catering (No Food or Drinks are allowed in the auditorium, food must be served and consumed in the foyer)

Will this be a catered event? Yes  *(Food must be served and consumed in the foyer.)*

All catering arrangments should be made directly with Aramark food services (432) 837-8670.

Aramark has the right of first refusal for all on-campus food services.

### Table Cloths

Table cloths may be requested for the set-up through ARAMARK. If catering is not a part of the request, there will be a charge for linens.

### Additional Personnel: Charges may apply.

- Sound Technician
- Lighting Technician
- Stage Hands
- Security
- Custodial