

Deposit paid: _____
Rental fees paid: _____
Date: _____ Rec'd by: _____
Stage Manager required: _____
Name _____
Stage Mgr. Phone # _____
Work Order # _____
Outlook entered _____
Keys arranged # _____
Index Code: _____ Grant Y/N _____

Music Building Rental Form & Room Reservations

Please fill out this form and return to the music office (via mail to 32 Campus Drive, 59812 or FAX to 406-243-2441). This will be submitted to Dr. James Randall, Director of the School of Music for approval. A copy then will be e-mailed to the renter for confirmation.

Performance Title/Organization: _____

Performance Date Requested: _____ Time (s): _____

Dress Rehearsal Date _____

Requested: _____ Time (s): _____

If you need practice time or extra setup/tear down time, please be sure to state these times as part of your reservation.

Contact Person (s): _____ E-Mail: _____

Address: _____ Phone: _____

Room (s) Requested and Comments: _____

- | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| <input type="checkbox"/> Music Recital Hall Rental Fee (Seating capacity of 400) | \$250.00 |
| <input type="checkbox"/> Janitorial fee charged for weekend events (Saturdays & Sundays), beginning 30 minutes prior to the event and ending when the facilities have been cleaned following the event. One rehearsal may be scheduled with no additional charges if custodial services are not required. | \$150.00 |
| <input type="checkbox"/> Additional classrooms or rehearsal facilities. There are 5 classrooms available; please let us know if you are interested in using these rooms. How many rooms will you need? _____ | \$100.00 |
| <input type="checkbox"/> Piano Fee. Please let us know of any special tuning needs you have for your event and we will contact our certified piano technicians. They may charge a tuning fee of approximately \$95.00 . The MRH piano is a regularly tuned each week. Which piano will you be using? _____ How many pianos? _____ Harpsichord? _____ | \$75.00 |

Please be aware that you are reserving space only. There is no staff support available for photocopying, phone calls, or access to the main music office. **A Stage & Lighting Manager from the School of Music is required for your dress rehearsal and one hour before, until one half-hour after the event.** You will need to pay the stage manager directly, at the rate of **\$10.00/hour**. If assistance is required by UM Presentation Services, additional charges may apply.

Checklist of needs:

- | | |
|-------------------------------------------------------------------------------------------------------|------------------|
| <input type="checkbox"/> Parking passes: \$3.50 per day pass _____(qty) 5 day pass \$12.00 _____(qty) | _____ |
| <input type="checkbox"/> Choir risers | \$60.00 |
| <input type="checkbox"/> Podium with microphone | \$30.00 |
| <input type="checkbox"/> Lapel microphone(s) (how many?_____) | \$25.00 |
| <input type="checkbox"/> White board | \$15.00 |
| <input type="checkbox"/> "Quiet Please" signs | Included |
| <input type="checkbox"/> Sound system | Included |
| <input type="checkbox"/> Table(s) for stage (how many?_____) | Included |
| <input type="checkbox"/> Other requests _____ | To be determined |

Please check all that apply and note your estimate here.

ESTIMATE \$ _____

A refundable deposit of half of the charges is due at the time of reservation.

- I have read and understand the following requirements for using these facilities as stated in Policy No.80.0 Facilities Use at The University of Montana <http://www.umt.edu/facilities/pdfAndOtherFiles/FacilitiesUse80.0Procedure.pdf> and have read and abide by the Environmental Health and Risk Management Guidelines <https://www.umt.edu/research/EHRM/riskmanagement/minors.php>
- I can provide the Music Office with proof of liability insurance. Approval of this event is contingent on receiving evidence of this insurance. For more information, please visit the facilities website above, or contact the School of Music office.

Renters Signature

Date: _____

Dr. James Randall, Director of the School of Music

