

The University of Montana School of Music

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). It will be submitted to Dr. Ramey, Director of the School of Music for approval. A copy then will be e-mailed to the renter for confirmation.

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 _____

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: _____

- Music Recital Hall Rental Fee** (Seating capacity of 400) **\$250.00**
- 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**
- Additional classrooms or rehearsal facilities.** There are 6 classrooms available; please let us know if you are interested in using these rooms. How many rooms will you need? _____ **\$100.00**
- Piano Fee.** Please contact the music office for the code to the lock on the piano. Also 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 **\$75.00 to \$90.00**. The MRH piano is a regularly tuned each week. **\$50.00**
Which piano will you be using? _____ How many pianos? _____ Harpsichord? _____

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:

- Parking passes: \$3.00 per day pass _____ (qty) 5 day pass \$10.00 _____ (qty) _____
- Choir risers **\$55.00**
- Podium with microphone **\$30.00**
- Lapel microphone(s) (how many? _____) **\$22.00**
- White board **\$15.00**
- "Quiet Please" signs **Included**
- Sound system **Included**
- Table(s) for stage (how many? _____) **Included**
- 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. Maxine Ramey, Director to the School of Music

Date: _____