

Ritenour Auditorium

Date Received (office use only): _____

PERMIT APPLICATION

ORGANIZATION INFORMATION

Organization Name: _____

Event Contact Person: _____ Today's Date: _____

Billing Address: _____ City/State/Zip: _____

Daytime Phone: _____ Evening Phone: _____

Cell Phone: _____ Fax Number: _____

Email Address: _____ Non-Profit For Profit

LOCATION REQUESTED

This application is for the Ritenour Auditorium and Auditorium Lobby only. Please check all that apply:

Auditorium Lower Lobby Green Room/ Dressing Rooms Additional Break Out Rooms

EVENT INFORMATION (Please enter first choice of date below followed by second choice)

Day(s) of the Week	Beginning Date	Ending Date	Arrival Time	Event Start/End Time	Exit Time

Second Choice Dates:

Day(s) of the Week	Beginning Date	Ending Date	Arrival Time	Event Start/End Time	Exit Time

Brief description of event: _____

Will this event be filmed? Yes No

Will outside media be present? Yes No

Is this a fundraiser? Yes No

Number of youth participants? _____

Number of adult participants? _____

Will anything be sold or donations accepted? Yes No

Will refreshments be available? Yes No

Will you be charging admission? Yes No

Percent of youth participants that are Ritenour students? _____

Anticipated size of audience? _____

Equipment Requirements For Event (Check equipment requested and note quantity of tables and chairs if requested)

Tables _____ Chairs _____ Podium Internet Connection

Box Office Audio Playback Video Playback Projection Screen

Additional information may be needed for pricing and approval of Ritenour Auditorium or Auditorium Lobby. You will be contacted by facilities management and/or the theater manager if more information is required to complete the rental application. For any questions please call (314) 493-6168 to speak with the theater manager.