



Heinz C. Prechter Educational and Performing Arts Center Building Usage Inquiry Worksheet

501 (c) 3 ID #: _____

Name of Organization: _____

Billing Address: _____

Phone: _____ Fax: _____

Email: _____ Website: _____

1st Contact Person: _____

Address: _____

Phones: Ofc: _____ Fax: _____ Mobile: _____

Email: _____ Website: _____

2nd Contact Person: _____

Address: _____

Phones: Ofc: _____ Fax: _____ Mobile: _____

Email: _____ Website: _____

Name of Event: _____

Description (*lecture, performance, meeting, load-in or out*)

Admission Charge? Yes No Public Private

Requested Dates: Please be as specific as possible. Include all time for preparation, rehearsal, event and removal.

Day #1

Date: _____ Arrival Time: _____ Departure Time: _____

Please give a brief timeline and description of events for this day:

Day #2

Date: _____ Arrival Time: _____ Departure Time: _____

Please give a brief timeline and description of events for this day:

Day #3

Date: _____ Arrival Time: _____ Departure Time: _____

Please give a brief timeline and description of events for this day:

Day #4

Date: _____ Arrival Time: _____ Departure Time: _____

Please give a brief timeline and description of events for this day:

Day #5

Date: _____ Arrival Time: _____ Departure Time: _____

Please give a brief timeline and description of events for this day:

Day #6

Date: _____ Arrival Time: _____ Departure Time: _____

Please give a brief timeline and description of events for this day:

Day #7

Date: _____ Arrival Time: _____ Departure Time: _____

Please give a brief timeline and description of events for this day:

