BENNINGTON COLLEGE

Space Request **Approved: YES | NO**

Submit completed and signed request to applicable contact listed on the reverse side.

Space requested:_____ **Today's date**: _____

Alternative space(s): _____

This event is: ☐ Lecture | ☐ Classroom Workshop | ☐ Concert | ☐ Exhibit | ☐ Film Series
☐ Performance | ☐ Other (explain): _____

Is this event open to the public? ☐ **YES** ☐ **NO** | **being advertised?** ☐ **YES** ☐ **NO**

Event sponsor's name (please print)**:** _____

Phone: _____ **E-mail:**_____

THE PERSON REQUESTING THE USE OF A SPACE IS RESPONSIBLE FOR CONTACTING ALL OTHER DEPARTMENTS FOR NECESSARY SUPPORT.

In Day & Date	In Time	Out Day & Date	Out Time
REHEARSALS / SET -UP			
	AM		AM
	PM		PM
	AM		AM
	PM		PM
	AM		AM
	PM		PM
EVENT			
	AM		AM
	PM		PM
CLEAN-UP			
	AM		AM
	PM		PM

Explain briefly what will be done and extent of technical needs (lighting, sound, risers, etc.)

_____

_____

IMPORTANT:

- Requests for A/V or sound support should be made to Media Services, 440-4323.
- Requests for chairs and housekeeping should be made to Maintenance, 440-4586.
- Use of design or technical support in VAPA performance spaces must be arranged with and approved by Michael Giannitti, Production Manager, 440-4535.
- The Event Sponsor is responsible for leaving a space in the same condition in which it was found.

Signature of event sponsor (required)**:**_____

Received by contact: _____ **Date:** _____

How to Reserve Campus Event Spaces

During non-term time, the Conference Services Coordinator is responsible for all campus spaces and should be contacted at 440-4425 with any requests.

When the College is in session, space requests for particular campus spaces are tracked by the Contacts listed below. To reserve one of these spaces during term:

1. **Complete the Bennington College Space Request form** (see reverse side)
2. **Note any technical needs** such a lighting, sound, risers, etc.
   Depending upon the event sponsor, technical needs may be accommodated by College Technical Support staff and/or students under their supervision. Technical support for social events (CAB, etc.) and independent student projects is only minimally available. For these events, a list of trained students who can volunteer/be hired at the event sponsor's expense will be provided to the event sponsor. Final approval will only be given when the event sponsor provides the name(s) of the student(s) responsible for meeting these technical needs.
3. **Submit completed form (in paper or e-mail format) to the appropriate Contact**
   Incomplete forms and requests over the phone cannot be accepted. A request for each event must be filed separately.
4. **Allow a week to 10 days for a response**
   - VAPA performing arts space requests are forwarded to Michael Giannitti, Production Manager, for review.
   - All other space requests may require further review of appropriate faculty and staff, especially if the nature and timing of the event is complicated.

IMPORTANT:
Video and Sound Requests: Submit to Media Services, 440-4323, mediaservices@bennington.edu.
Space Cleaning and Chair Requests: Work orders for setting up chairs or cleaning the event space must be submitted to Angel Brownell, Facilities Management – Housekeeping Manager, 440-4586, abrownel@bennington.edu.

CONTACTS	CAMPUS SPACES
Linda Hurley 440-4547, lhurley@bennington.edu	Martha Hill Dance Workshop Greenwall Concert Workshop VAPA D207 & D208 Lester Martin & Margot Tenney Theatres Dance Studios E303/E320 & Faculty Dance Studios Newman Court & outside wooden stage VAPA Dressing Rooms & Green Room E218 Conference Room & E315 Classroom Petrie & Top Notch Terraces
Suzanne Jones 440-4510, mailto:stjones@bennington.edu	Deane Carriage Barn – Lower Level (after add/drop) Deane Carriage Barn – Fireplace Room (after add/drop) Jennings Lobby, Patio, and Room 136
Rosie Odell 440-4405, rodell@bennington.edu	Kinoteca (before add/drop) Deane Carriage Barn (before add/drop) Deane Carriage Barn (before add/drop) Tishman Lecture Hall (before add/drop) Classroom spaces in: Barn, Dickinson, CAPA, EAC
Elizabeth Pellerin 440-4549, mailto:eapeller@bennington.edu	Kinoteca (after add/drop) Usdan Gallery Visual Arts classroom spaces
Matthew Scott 440-4334, mscott@bennington.edu	Student Center Up/Down Café EAC Lounges
Jo-Ann Watson 440-4460, jwatson@bennington.edu	Tishman Lecture Hall (after add/drop)

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