Application to use Murphy Hall for Academic Activity

Students are given the privilege of using the Inge Theatre or Murphy classrooms for Academic Activities. An “Academic Activity” is defined as an individual project, often a public performance, associated with credit-earning formal instruction in the Department of Theatre (THR courses such as directed study or honors project). Your “Sponsoring Professor” is the instructor with whom you are enrolled for this project. Submit application to Administrative Assistant in 317 Murphy.

Applying for: ☐ Inge Theatre  ☐ 341 Murphy  ☐ Other __________

Date :

Event Description (include THR course number):

Student:  Major:  Year:

Phone :  E-mail:

Sponsoring Professor:

Please provide a detailed schedule of all times you request use of the facility. Please include all rehearsal and performance times and allow time for set-up and clean-up. Unscheduled use of the Inge will not be permitted. Attach a copy of your schedule if necessary.

Date  Activity  Time


Student Signature:_______________________________________________________
**The Department of Theatre**  
*University Theatre*

**For office use:**

**Internal Routing Sheet**  
Approval of Student Application  
for use of Murphy Hall Facilities for Academic Project

*Please comment, initial, date, and pass along to the next person on the route sheet*

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<th>Route Processing</th>
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Sponsoring Faculty Member:  

Technical Director  

Audience Services Manager  

Public Relations Director  

Managing Director  

Artistic Director  

Chair of Department of Theatre

**Return to 317 for Final Processing**

Scheduled on Calendars:  

Copy to Artistic Director for Reference  

Copy to Technical Director for Reference  

Confirmation Email to Route List Recipients
TECHNICAL INFORMATION SHEET FOR INGE THEATRE
ACADEMIC ACTIVITIES

1. **LIGHTING CONTROL**
   a. 1-2 SCENE PRESET CONTROL BOARD WITH 24- 2.4 KW DIMMERS.

2. **LIGHTING INSTRUMENTS**
   a. 12- 40 DEGREE, 6 X 9 ALTMAN ERS, 750 W
   b. 12- 41/2” ALTMAN ZOOM ERS, 750 W
   c. 12- 6” FRESNELS, 750 W

3. **SOUND CONTROL**
   a. NO SOUND EQUIPMENT IS PROVIDED

4. **COSTUMES**
   a. NO COSTUMES ARE PROVIDED

5. **PROPERTIES**
   a. NO PROPERTIES ARE PROVIDED

6. **SEATING**
   a. 100 CHAIRS AVAILABLE
   (NOTE: SOME 6” HIGH SEATING PLATFORMS ARE AVAILABLE DEPENDING UPON UT PRODUCTION SCHEDULE. OTHERWISE SEATING IS ON A FLAT FLOOR.)

7. **ADDITIONAL RULES:**
   IF THE FACILITY IS APPROVED FOR YOUR PROJECT’S USE, YOU AGREE TO ABIDE BY THE FOLLOWING RULES:

   1. THERE WILL BE NO SMOKING IN THE BUILDING (KU POLICY)
   2. THERE WILL BE NO FOOD OR DRINK IN ANY PRODUCTION AREA OR IN THE HOUSE AND CARPETED ARE OF THE LOBBY
   3. A MEMBER OF THE UNIVERSITY THEATRE TECHNICAL STAFF OR YOUR SPONSORING PROFESSOR MUST BE PRESENT DURING PERFORMANCES
   4. THERE WILL BE NO RIGGING

AGREED:

Student Name:_______________________________________________________