

## 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: \_\_\_\_\_

*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*

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

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Technical Director

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Audience Services Manager

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Public Relations Director

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Managing Director

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Artistic Director

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Chair of Department of Theatre

<b>Return to 317 for Final Processing</b>
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Scheduled on Calendars:

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Copy to Artistic Director for Reference

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Copy to Technical Director for Reference

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Confirmation Email to Route List Recipients

**The Department of Theatre**  
**University Theatre**

**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: \_\_\_\_\_