

**AMERICAN UNIVERSITY  
COLLEGE OF ARTS AND SCIENCES**

**GREENBERG THEATRE FACILITY RENTAL REQUEST FORM**

*This is a request form only and does not constitute a contract between the requester(s) and American University.*

**User Information:**

Organization Name: \_\_\_\_\_ FEIN/SSN: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

**Event Information:**

*(Please attach a 100 word or less description for ticket sales on the web.)*

Event Title: \_\_\_\_\_

Event Type: \_\_\_\_\_

Public Event? Y\_\_\_ N\_\_\_ Ticketed? Y\_\_\_ N\_\_\_ Ticket Pricing: \_\_\_\_\_

Event Date(s)/Time(s): \_\_\_\_\_

Move-in Date/Time: \_\_\_\_\_ Move-out Date/Time: \_\_\_\_\_ Ticket Sale Start Date: \_\_\_\_\_

**Business Status:** (please check one)

For-Profit

Non-Profit

AU Campus

**Non-profit status:** Non-Profit Organizations will be required to furnish evidence of non-profit status prior to a signed agreement.

Upon completion of this request, send directly to:

Facilities and Production Manager  
Greenberg Theatre  
4200 Wisconsin Ave, NW  
Washington, DC 20016-8149  
Phone: 202-885-3490 Fax: 202-885-1120  
Email: greenbergtheatre@american.edu

--All parties will be contacted within two business days of receiving request form.

--Please attach a copy of any artist contract and technical rider with this form or a detailed description of your event including all technical requirements and provide contact information for the technical liaison as applicable.

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**Staff:**

Each event must engage at minimum:

**-Facilities Manager** (entire duration of rental)

**-House Manager** (Show time plus 1.5 hours before and 1 hour after)

-If Greenberg sound and lighting equipment is used, Greenberg engineers must be engaged to run or, if agreed, will shadow.

-Additional labor and equipment requirements will be determined by the Facilities and Production Manager based upon the needs and nature of the event.

**Deposit:**

All renters of the Harold and Sylvia Greenberg Theatre are required to submit a deposit based on a percentage of their estimated costs. The deposit **must** be paid prior to:

- Ticket sales
- Publication or promotion of event
- Execution of contract
- Occupancy of space
- Storage of Equipment

**Percentage Rates**

50% of total estimated charges as listed in Usage Policy at

<http://www.american.edu/cas/greenberg/facilities/>

At the discretion of the Facilities and Production Manager of the Greenberg Theatre, percentage rate may be negotiated on an individual basis for events with estimated costs of over \$3,000.00, but in no case will deposit be less than 33% or an amount to cover all labor, equipment, and incidental expenses, whichever is higher.

**Insurance:**

**All non-campus renters must have event insurance and must submit a copy of their insurance certificate prior to the rental contract being countersigned by American University. Please see Usage Policies for specific insurance details.**