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: ___________________________
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/](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.