Beier Auditorium Rental Process

1. Someone wants to use the SPACE. (Client)

2. Contact Scheduling or Technical Coordinator.
   - Take down: Name, Contact Info, Dates, Times, Estimated Attendance
   - Tentatively Reserve Dates

3. Fill out Scheduling Form and Start Cost Sheet.

4. Scheduling/Cost Form sent to Technical Coordinator.

5. Technical Coordinator contacts Client to clarify needs.
   - Lighting
   - Sound
   - Audio-Visual
   - Stage Set-up
   - Confirm Date / Times (offer alternate dates/times)
   - Technical Director completes Cost Sheet
   - Consumable Costs
   - Staff Costs
   - Rental Costs

6. Scheduling/Cost Form goes to Scheduling Coordinator for Approval.

7. Scheduling/Cost Form goes to Technical Coordinator & Vice Chancellor for Administration, Finance, and Student Affairs for Approval.
   - Contact Client to confirm or reject proposal

**The monies collected should be deposited into the Beier Auditorium maintenance account for Facility/equipment upkeep.**