

Approved: YES / NO
Bennington College Space Request

Submit completed and signed request to applicable Contact listed on the reverse side of this form.

Space requested: _____
 (Use one form per space)

Today's date: _____

This event is: Lecture | Classroom Workshop | Concert | Exhibit | Film Series | Performance
 Student Crits | Other (Describe below.)

The event is: Open to the Public | For College Community Only

Will the event be advertised? Yes | No

Explain briefly what will be done and the extent of technical needs (lighting, sound, risers, etc.):

Event Sponsor Name: _____ **Phone:** _____

IN DAY & DATE	IN TIME	OUT (leave blank if same as IN) DAY & DATE	OUT TIME
REHEARSALS / SET-UP			
	AM		AM
	PM		PM
	AM		AM
	PM		PM
	AM		AM
	PM		PM
EVENT			
	AM		AM
	PM		PM
CLEAN-UP			
	AM		AM
	PM		PM

Alternative space(s): _____

IMPORTANT:

- Requests for video or sound support should be made to Media Services, 440-4323.
- Requests for chairs and housekeeping should be made to Buildings & Grounds, 440-4586.
- Use of design or technical support in VAPA performance spaces must be arranged with and approved by Michael Giannitti, Production Manager, 440-4535.
- The Event Sponsor is responsible for leaving a space in the same condition in which it was found.
- The Office of Communications should always be notified for any publicity or poster preparation.

Signature of Event Sponsor: _____

E-mail: _____

Received by Contact: _____ **Date:** _____

How to Reserve Campus Event Spaces

During non-term time, the Conference Services Coordinator is responsible for all campus spaces and should be contacted at 440-4586 with any requests.

When the College is in session, space requests for particular campus spaces are tracked by the Contacts listed below. To reserve one of these spaces during term:

1. **Complete the Bennington College Space Request form** (see reverse side)
2. **Note any technical needs** such as lighting, sound, risers, etc.
Depending upon the event sponsor, technical needs may be accommodated by College Technical Support staff and/or students under their supervision. Technical support for social events (PAC, etc.) and independent student projects is only minimally available. For these events, a list of trained students who can volunteer/be hired at the event sponsor's expense will be provided to the event sponsor. Final approval will only be given when the event sponsor provides the name(s) of the student(s) responsible for meeting these technical needs.
3. **Submit completed form (in paper or e-mail format) to the appropriate Contact**
Incomplete forms and requests over the phone cannot be accepted. A request for each event must be filed separately.
4. **Allow a week to 10 days for a response**
 - VAPA performing arts space requests are forwarded to Michael Giannitti, Production Manager, for review.
 - All other space requests may require further review of appropriate faculty and staff, especially if the nature and timing of the event is complicated.

IMPORTANT:

- **Video and Sound Requests:** Submit to Media Services, 440-4323, mediaservices@bennington.edu.
- **Space Cleaning and Chair Requests:** Work orders for setting up chairs or cleaning the event space must be submitted to Angel Brownell Kwasniak, Buildings & Grounds – Operations Manager & Conference Services Coordinator, 440-4586, akwasniak@bennington.edu.

CONTACTS

Linda Hurley
440-4547, lhurley@bennington.edu

Gina Deibel
440-4510, ginadeibel@bennington.edu

Carly Rudzinski
440-4405, carlyrudzinski@bennington.edu

Elizabeth Pellerin
440-4549, eapeller@bennington.edu

Allison Kuhlman
440-2557, allisonkuhlman@bennington.edu

Valene Gallett
440-4460, valenegallett@bennington.edu

CAMPUS SPACES

Martha Hill Dance Workshop
Greenwall Concert Workshop
VAPA D207 & D208
Lester Martin & Margot Tenney Theatres
Dance Studios E303/E320 & Faculty Dance Studios
Newman Court & outside wooden stage
VAPA Dressing Rooms & Green Room
E218 Conference Room & E315 Classroom
Petrie & Top Notch Terraces

Deane Carriage Barn – Lower Level
Deane Carriage Barn – Fireplace Room
Jennings Lobby, Patio, and Room 136

Kinoteca (before add/drop)
Tishman Lecture Hall (before add/drop)
Classroom spaces in: Barn, Dickinson, CAPA, EAC

Kinoteca (after add/drop)
Usdan Gallery
Visual Arts classroom spaces

Student Center
DownCaf
UpCaf

Tishman Lecture Hall (after add/drop)