O'Donnell Performing Arts Center
Blinn College
REQUEST FOR FACILITY USE

Current Date __________________ Date Requested for Event ___________________________________

Organization/group/ individual information

Name ________________________________________________________________________________

Address ______________________________________________________________________________

City_____________________________________________ State _________ Zip _________________

Contact Person _______________________________________________________________________

Daytime Phone _______________________________________________________________________

Space desired □O'Donnell Auditorium    □MRW Studio Theater

Briefly describe any requests/room set-up
Will food service be a part of this rental? □YES □NO

Check the following needs:

□Sound system  □concession stand open

□Piano  □registration table

□Lectern/podium  □tables & chairs

**In the event student technical workers are involved for a period of more than 4 hours before, during or after this rental, a fee of $25 per hour will be added to the rental amount.

**Rental Fees:** Non-profit organizations $150

Commercial use $400

Additional information

- Organizations renting the O'Donnell Center shall follow all Blinn policies, safeguard and care for the facilities and assume responsibility for payment of any damages resulting from their use of the facility.

- A Blinn College employee shall be present for each event and will open and close the building.

- Smoking or the use of tobacco products is prohibited in the O'Donnell Performing Arts Center.

- All decorations, flyers, posters etc. are to be removed from the facility following the event.

- Any questions or the request for more information can be obtained from the Building Use Coordinator, Allison Crowson, (979) 830-4422 or email, acrowson@blinn.edu