

# Black Box Theater Reservation Request for Non-Comm Students /Outside UNT Organizations

Please fill out this form completely and email it to blackboxunt@gmail.com

Name: \_\_\_\_\_

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

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

Reason for reservation: \_\_\_\_\_

\_\_\_\_\_

Dates and times requested:

Date		Time	
Date		Time	
Date		Time	

**Please note that by submitting this form you have reviewed and are agreeing to all UNT Communication Studies Black Box Policies.**

**Space Rental:** \$ \_\_\_\_\_ + **Deposit:** \$ \_\_\_\_\_

Signature (Black Box Manager): \_\_\_\_\_ Date: \_\_\_\_\_

Front Desk Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Organization Representative: \_\_\_\_\_ Date: \_\_\_\_\_

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## Department Use Only:

Check Out Date: \_\_\_\_\_ Clerk Initial: \_\_\_\_\_ Renter Initial: \_\_\_\_\_

Check In Date: \_\_\_\_\_ Clerk Initial: \_\_\_\_\_ Renter Initial: \_\_\_\_\_ Blackbox Manager: \_\_\_\_\_

## **Department Use Only:**

### **Process for Reserving the Black Box**

1. Check the calendar online for space availability at:  
<http://communication.unt.edu/research/black-box> or  
<https://www.facebook.com/UNTCommBlackBox>
2. Send an email to [blackboxunt@gmail.com](mailto:blackboxunt@gmail.com) to request a form or visit the front office GAB 309.
3. Fill out the form that correlates with your UNT affiliation (i.e. Performance Studies student, student/outside organization)
4. Submit the form to [blackboxunt@gmail.com](mailto:blackboxunt@gmail.com) and wait for electronic approval.
5. Review the blackbox policies and procedures.
6. On the day of or business day before your reservation you must sign in at the Department of Communication Studies front office, located at GAB 309.
7. Be sure to have any relevant dues available at the time you sign your reservation form.

**\*All business day reservations must be made at least 24 hours in advance. Any weekend reservations must be made at least 48 hours in advance.**

### **Black Box Theater Rules:**

1. Respect the space.
2. Do not drag boxes, flats, etc. on the black box floor.
3. No eating or drinking allowed at any time.
4. Leave the space better than you found it (pick up after yourself.) You must sweep and take out the trash before you leave.
5. Failure to adhere to aforementioned rules will result in complete loss of space privileges.

### **Black Box Reservation Guidelines For Non-Comm Student Organizations/Outside UNT Organizations**

Initial deposit - \$50 refundable deposit when key is returned and space is checked. If the space is not cleaned after use, you will forfeit your deposit. Must coordinate a walk through with the Black Box staff through [blackboxunt@gmail.com](mailto:blackboxunt@gmail.com) before 5pm to receive your deposit.

Student organizations - \$10/hour

Outside organizations - \$25/hour

A Black Box technician may be hired upon request:

Technician - \$10/hour (To be paid to the tech at the time of the event)

*Use of your own tech is not permissible.*

An additional fee of \$25 will be required for food and drink requests, otherwise **No food and drink.**

\*Non-profit/charitable/student organizations can contact [blackboxunt@gmail.com](mailto:blackboxunt@gmail.com) to request a fee reduction

## **Reservation Policy**

1. A deposit is required for any use of the Black Box. This is for key replacement and or maintenance.
  - a. COMM Students: \$10 deposit (\$20 for weekends)
  - b. NON-COMM Students: \$50 deposit
2. You must sign the reservation request form and submit your deposit before your reserved time.
3. A key must be reserved if using the space overnight or for the weekend.
  - a. If you have an after hours reservation, you must pick up the key by 5:00 pm of the day of your request and return it by 9:00 am of the next business day.
  - b. If you have a weekend reservation, you must pick up the key by 5:00 pm of that Friday and return it by 9:00 am of the following Monday