

Black Box Theatre Reservation Request for Performance Studies Students

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.

Signature (Black Box Manager): _____ Date: _____

Front Desk Signature: _____ Date: _____

Student Representative: _____ Date: _____

Department Use Only:

Check Out Date: _____ Clerk Initial: _____ Renter Initial: _____

Check In Date: _____ Clerk Initial: _____ Renter Initial: _____ Blackbox Manager: _____

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. Fill out the online form that correlates with your UNT affiliation (i.e. Performance Studies student, student/outside organization)

3. Submit the form to blackboxunt@gmail.com and wait for electronic approval.

4. Review rental forms attached.

5. 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 301.

6. 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.

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