

FACILITY REQUEST FORM- FY25

**Kalita Humphreys Theater Campus**  
3636 Turtle Creek Blvd, Dallas, TX 75204

All applications are reviewed on a first-come, first-served basis

All organizations or individuals requesting dates for arts and cultural events at Kalita Humphreys Theater Campus must complete and submit this form to the Assistant General Manager at Dallas Theater Center. Please note that submission of this form DOES NOT GUARANTEE AVAILABILITY OF SPACE, NOR CONFIRM DATES and that calendar availability, rental rates, fees, deposits, and certificate of insurance will be required.

Due to the volume of requests for the use of the facility the availability of dates is limited and competitive. When requesting multiple event dates within the season, PLEASE SUBMIT A SEPARATE FORM FOR EACH INDIVIDUAL EVENT.

Name of Organization									
Organization Address (include city, state, and zip code)									
Organization Federal ID #									
Organization Website									
Does Organization Have:		Facebook	<input type="checkbox"/> Y <input type="checkbox"/> N	Instagram	<input type="checkbox"/> Y <input type="checkbox"/> N	Twitter	<input type="checkbox"/> Y <input type="checkbox"/> N	Other (Specify)	<input type="checkbox"/> Y <input type="checkbox"/> N
Primary Contact Name				Primary Contact Position					
Primary Contact E-Mail Address									
Primary Contact Phone Number									
Secondary Contact Name				Secondary Contact Position					
Secondary Contact E-Mail Address									
Secondary Contact Phone Number									
Does the organization have current 501(c)(3) nonprofit status? When your date is confirmed we will need a copy of your IRS 501(c)(3) letter. This is a requirement for receiving the reduced non-profit rental fee.						<input type="checkbox"/> Yes <input type="checkbox"/> No			
Is the organization's mission primarily arts and cultural?						<input type="checkbox"/> Yes <input type="checkbox"/> No			
Is the organization based in the City of Dallas?						<input type="checkbox"/> Yes <input type="checkbox"/> No			
Please indicate your organization's annual operating revenues for the most recently completed fiscal year						<input type="checkbox"/> Under \$500,000 <input type="checkbox"/> Between \$500,001-\$1 million <input type="checkbox"/> Over \$1 million			
Does the organization plan to present its full season at the facility?						<input type="checkbox"/> Yes <input type="checkbox"/> No			
Does the organization own, lease or have committed access to a performing facility?						<input type="checkbox"/> Yes <input type="checkbox"/> No			

Has the organization rented / used DTC-owned performing arts space before?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please list DTC-owned performing arts space(s) used:	
(DTC spaces include the HELDT Building, Bryant Hall, Meadows Conference Room, Frank's Place, Wynne Studio, and the Kalita Humphreys Theater.)	
<b>▼▼▼ FOR DTC STAFF USE ONLY ▼▼▼</b>	
Date Received: _____ ____ No	Priority Status: ___ Yes ___ No
Request Approved: ___ Yes	
Primary Date(s) Available: ___ Yes ___ No	Secondary Date(s) Available: ___ Yes ___ No

Select Space(s) the organization is interested in renting	<input type="checkbox"/> Kalita Humphreys Theater	<input type="checkbox"/> Bryant Hall
	<input type="checkbox"/> Frank's Place Room	<input type="checkbox"/> Meadows Conference Room
	<input type="checkbox"/> Wynne Studio	
Primary Date(s) Requested (Month/Day/Year)		
Secondary Date(s) Requested		
Purpose of Rental/Description of Event (Please be specific)		
Total # of Rehearsals		
Total # of Performances		
Total # of Student Matinees		

TECHNICAL REQUIREMENTS		
GENERAL INFORMATION		
Total Performers		Stage Manager Name
Do you require the orchestra section for the musicians?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you require a piano for your performance?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you require video projection for your performance?		
Do you plan to record the event? (video or audio)	<input type="checkbox"/> Audio <input type="checkbox"/> Video	
Will busses be utilized to transport Performers to the campus?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the organization require DTC to remove any of its stage scenery or equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
What type of scenery, set pieces or physical equipment is the group looking to bring into the space? Please Explain.		
Are there any other special needs for the stage that the group is requesting? Please Explain.		
Is the group bringing their own lighting equipment or expecting to use house inventory?		

What type of lighting is the organization seeking to accomplish? (E.g. general stage washes, theatrical looks, specials, etc.)	
Does the organization's lighting needs require DTC to move or refocus any of its lighting equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the organization need the use of Spotlights?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the organization seeking to use any special effects like haze, fog or pyrotechnics?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is this organization bringing their own Audio and/or Video Equipment or expecting to use house inventory?	
In general, what type of sound needs does the organization have? (Speaking, performing, live music, etc.)	
In general, what type of video needs does the organization have? (Basic presentation, projection, multiple-screens, etc.)	
What type of amplification is the organization needing? (Handheld microphones, body mics, shotgun mics, etc.)	
Does the organization's audio or video needs require DTC to move or relocate any of its equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the organization require the usage of a Lead Audio Engineer (A1) for mixing purposes or an Audio Technician (A2) for microphones or backstage needs?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the organization require the usage of a Video Production Engineer (V1)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the organization be delivering all audio files (if any) in advance of their rental day?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does this group have any additional special audio/video needs or considerations?	
Does this group require the usage of dressing rooms or backstage changing areas?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please review the technical specifications for the DTC available online ( <a href="#">link</a> ).	

FRONT OF HOUSE INFORMATION			
GENERAL INFORMATION			
Is the event open to the public or a private event?	<input type="checkbox"/> Public <input type="checkbox"/> Private		
If private, how will attendance be tracked?			
If public, please list box office service provider:			
Projected on-sale date:			
Phone number for box office:			
Projected audience (attendance):			
Will seating for the event be:	<input type="checkbox"/> General Admission <input type="checkbox"/> Reserved		
Will the event have an intermission (15-minute minimum)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	How Long?	
CATERING NEEDS			

Will there be a reception during the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please provide details:			
Will a seated meal be served during the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
ADDITIONAL EVENT DETAILS			
Will there be a pre-show discussion prior to your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Will there be a post-show Q&A following your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Will there be a Meet & Greet during your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please provide details:			
Will busses be utilized to transport Patrons to the campus?	<input type="checkbox"/> Y <input type="checkbox"/> N	How Many?	
Will you need any special set-up in the lobby area?			

AFTER APPROVAL OF REQUEST FORM IS RECEIVED, A MANDATORY MEETING WITH DTC STAFF MEMBERS WILL BE REQUIRED TO FINALIZE EVENT DETAILS.

I understand that submission of this Facility Request Form does not guarantee the availability of space nor does it provide authorization or confirmation for the use of the facility. I understand that if space is available, an official use agreement outlining the terms of use will be sent to me; only after execution of the official use agreement will the use of the facility for this event be authorized. I have read and understand the Dallas Theater Center Booking & Reservation Procedures.

\_\_\_\_\_  
Signature of authorized organization representative

\_\_\_\_\_  
Date