

**CONCERT HALL  
RESERVATION REQUEST**



The Howard Performing Arts Center is designed for the performance of music and complementary educational activities. As a resource for Andrews University and the southwest Michigan community, all presentation and content are to be appropriate to and consistent with the mission and morals of Andrews University, a Seventh-Day Adventist church organization.

All requests for usage of the Center should be submitted a minimum of six weeks prior to the requested performance date and must be approved the Center Steering Committee. The Steering Committee meets the first Tuesday of each month. You will be notified by the Center Manager within two days of the Steering Committee meeting. The submittal of this reservation request does not guarantee usage of the Center. Ticket sales and promotion of an event cannot begin without completion and signing of the Center Facility Usage Agreement which will be provided to you by the Center Manager upon approval of your request.

Presenter: \_\_\_\_\_  
Representative: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone #1: \_\_\_\_\_  
Phone #2: \_\_\_\_\_

Performance: \_\_\_\_\_  
Artist/Group: \_\_\_\_\_  
Requested Date: \_\_\_\_\_  
Curtain Time: \_\_\_\_\_  
Ticket Price(s): \_\_\_\_\_  
Seating Type\*: \_\_\_\_\_  
(Reserved/General/Open) \*Reserved seating = assigned seats with a ticket price of \$5 or more. General seating = tickets distributed, patrons choose seats as they arrive. Open seating = no tickets, general seating.

Description of Performance: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For office use only: \_\_\_\_\_Steering Committee \_\_\_\_\_Notification \_\_\_\_\_Calendar \_\_\_\_\_Usage Agreement