



Miller Center for the Arts FACILITY USE APPLICATION

The Miller Center for the Arts is a performance facility with state-of-the-art equipment most suited for performing arts presentations and lectures. Areas of the facility may also be used for catered receptions. Applications are reviewed on a regular basis with each request measured for its suitability for the facility.

Organization/RACC Dept. Name _____ Application Date _____

Organization type (circle one): FOR PROFIT NON-PROFIT CAMPUS DEPT/CLUB

Contact Name _____ Telephone # _____

Street Address _____ P. O. Box _____

City _____ State _____ Zipcode _____ Phone _____

Email address _____ Web address _____

TYPE OF EVENT (circle all that apply): PERFORMANCE RECEPTION/DINNER LECTURE OTHER

Requested Dates: _____ to _____

Time of event _____ am / pm to _____ am / pm

Will you be requiring rehearsal time? YES / NO

FOR PERFORMANCES/LECTURES

Type of Performance _____

Estimated Attendance _____ Ticket price(s) \$ _____

Will you be requiring box office service? ___Yes ___No

FOR RECEPTIONS/DINNERS

Is the reception in conjunction with a performance or lecture in the Miller Center? YES / NO

Event Description _____

Estimated attendance _____ Name of Caterer (if applicable): _____

Type of event: PUBLIC / PRIVATE Is there a charge? YES / NO If yes, fee per person: \$ _____

Will alcoholic beverages be served: YES / NO If yes, will a per drink fee be charged: YES / NO

Name of organization holding liquor license/permit _____

Please submit completed application to:

Cathleen Stephen, Director
Miller Center for the Arts
Reading Area Community College
P. O. Box 1706
Reading, PA 19603-1706
610.607.6205