

# Reservation Request: FLCC Auditorium



Finger Lakes Community College welcomes community and performing arts groups to use its auditorium in the Student Center at the main campus, 3325 Marvin Sands Drive, Canandaigua. Opened in 2012, it's a modern, state-of-the-art facility that seats 409, including space for three wheelchairs. This request form, to be used in conjunction with the FLCC Facility Rental Application, guides users through a range of available configurations and service options. For additional information about the facility, contact Jim Perri at (585) 785-1340. For more information about rental fees, requirements and regulations, call the Community Affairs Office at (585) 785-1221 or (585) 785-1623.

## Facility offerings:

- Lighting for stage productions, classes and lectures
- State-of-the-art audio sound system
- Music recording booth for live performance recordings
- Partial fly system
- Video projector and 10-foot high by 18-foot wide screen (1080p high-def video)
- Concert grand piano
- Seating capacity: 409, including 3 wheelchair spaces
- Apron: 40 feet wide in a convex curve
- Proscenium: 17 feet high, 40 feet wide
- Stage depth: 32 feet from front of apron to back wall at center line, 23 feet from back of proscenium to back wall
- Accommodation for hearing impaired

## Other items of note:

- Food and drink are strictly prohibited, although you may rent nearby space such as the LeChase Construction Auditorium Lobby, student lounge or Stage 14 for a catered reception. (All catering must be done by FLCC's in-house vendor.)
- Users must provide documentation of liability insurance as stipulated on the FLCC Facility Rental Application.
- Users must pay charges for the FLCC technical director's services.
- Staff charges may apply.
- The College reserves the right to assess additional charges or refuse services if the user's technical requirements are incomplete or additional technical services are required or substantially changed without adequate preparation time.

### You can fill this form out two ways:

- Print it, write in your responses and mail it to:  
FLCC Community Affairs, 3325 Marvin Sands Drive, Room B128, Canandaigua, NY 14424.
- Type in your responses, save the form and send it as an email attachment to [communityaffairs@flcc.edu](mailto:communityaffairs@flcc.edu).

Name of organization:

Date of this request:

Date(s) of the event:

Time(s) of event:

Time you wish to begin set-up:

All items will be removed and the space vacated by (time and date):

Event site coordinator (Must be present at event):

Phone:

Email:

Estimated attendance:

Will admission be charged, and if so, how much?    Yes    No    Admission Fee:

Will you need rehearsals?    Yes    No

If "yes" please specify dates and duration requested:

- Facility needs                      • Check all that apply
- Be as accurate and specific as possible
  - Late changes may not be possible or may incur additional costs

Furniture:                      Registration/sign-in table  
Tables in LeChase Construction Auditorium Lobby (area is rented separately)  
Lectern (podium) on stage  
Tables on stage  
Chairs on stage  
Other stage furniture (please elaborate)

Coat racks  
Piano: FLCC rents its concert grand piano and includes one tuning per use  
Choral risers

Presentation needs:    Basic lights (house lights and overall apron illumination – no spots or theatrical lighting)  
Theatrical lighting (requires technical rehearsal roughly one week prior, for which there is a fee)  
PA system with microphone (specify below)  
    Wireless hand-held      Wireless head set      Affixed to stand  
  
Audio playback over PA system (specify below)  
    CD      Audiocassette      Other  
  
Projection screen and projector (specify if you will provide the following for presentation)  
    CD      Laptop      Tablet      Other  
  
Music recording

I, the undersigned, acting as a representative of the above organization, verify that, (a)I have received a thorough orientation and participated in a site visit and (b) understand and agree to all conditions and regulations governing use of the FLCC auditorium. I further assume the responsibility of informing presenters/performers and or persons in attendance of stated regulations.

Signed:

Date:

Phone:

Email:

Notes: