



FIREHOUSE COMMUNITY ARTS CENTER + ACADEMY

FACILITIES USAGE QUESTIONNAIRE

Thank you for considering Memphis Black Arts Alliance, Inc. , FireHouse Community Arts Center for your event. In order that we might consider your request with all of the pertinent information at hand, please complete the following questionnaire and return to us as soon as possible.

Purpose _____

Organization's Name (if applicable) _____

Contact _____

Address _____

Cell: _____ Email Address _____

Work. Phone _____ Fax _____

What date (s) would you like to use the facilities? _____

What time (s) would you like to use the facilities? _____

How many people are you expecting at the actual event? _____

Are you going to need the facilities for rehearsal? _____ If so, please list all times/dates _____

Will you need dressing rooms for males and/or females? _____

If you are having rehearsal, how many people will be attending? _____

What will be the age ranges of your guests/participants? _____ Are you charging on admission fee? _____ If so, how much? _____

What parts of our facilities will you need to use: (Please circle all that apply)

Theater/Dance Studio Kitchen Upstairs Grounds

Will you need to use the Center's sound/lighting/video equipment? _____

Who will be responsible for set-up/breakdown of this event? (Please circle)

MBAA User If User, contact person: _____

(Note: If you have a special room set-up in mind, please draw diagram and attach it to this questionnaire.)

What equipment will be used to set-up this event? _____

Who will provide this equipment? MBAA User If user, contact name: _____

Do you require security personnel for this event? No If so, how many? _____

(Note: Security may also be required by MBAA.)

Thank you for taking the time to answer our questions. Please return this questionnaire along with your written request on the organization's letterhead to:

MBAA, Office of the Director
985 South Bellevue Blvd
Memphis, TN 38106

If an organization, please include the organization's mission statement.

Once requested items are received, our event staff will consider your request, we will then contact you regarding the decision.

IMPORTANT: Return of this questionnaire/written request does not constitute approval of the event.

Celebrating & Nurturing the Arts & Black Heritage Since 1982

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