

## Lagerquist Concert Hall Ensemble/ Class Visit Request Form

Mary Baker Russell Music Center, Pacific Lutheran University

Please return this form to: PLU, Music Department, Tacoma WA 98447-0003 or e-mail to garrissi@plu.edu  
Person requesting visit will be notified within 2 weeks of receipt of this form.

School Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Date for Visit (1<sup>st</sup> choice): \_\_\_\_\_

Time for Visit (1<sup>st</sup> choice): \_\_\_\_\_

Date for Visit (2<sup>nd</sup> choice): \_\_\_\_\_

Time for Visit (2<sup>nd</sup> choice): \_\_\_\_\_

Person requesting visit: \_\_\_\_\_

Title/ Position at school: \_\_\_\_\_

School Mailing Address: \_\_\_\_\_

School City, State, Zip: \_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Other on campus group activities: \_\_\_\_\_

Name of Group: \_\_\_\_\_

Number of Students: \_\_\_\_\_

Name of Faculty Contacted at PLU: \_\_\_\_\_

REPERTOIRE SELECTION (IF YOU PLAN TO PERFORM): \_\_\_\_\_

INSTRUMENTATION, EQUIPMENT NEEDS (FOR SET-UP): \_\_\_\_\_

### **POLICY FOR SCHOOL ENSEMBLE VISITS TO LCH (please inform visitors of the policy):**

- 1) Access to Lagerquist Concert Hall for school visits is limited to once a week, normally scheduled between 1:45pm-3:40pm on Fridays when the hall is reserved for such visits; an alternate day/ time may be possible, but is subjected to the limited availability of the hall outside the Friday time.
- 2) A visit is not scheduled on the calendar nor confirmed with the high school director/ teacher until approved by a hosting PLU faculty member.
- 3) The LCH visit does not include an audio recording. To schedule a recording session in the hall, the high school director must contact Conferences and Events at (253) 535-7450.
- 4) The visiting school group cannot arrive earlier than 10 minutes prior to scheduled time; the school group must depart campus after LCH visits unless arrangements are made with the Admissions or another PLU department for supervised activity (campus tour, etc.) following LCH visit.
- 5) School group must adhere to campus policy while visiting and keep noise to a minimum as PLU classes are in session.
- 6) PLU is not responsible for any lost or stolen items of the school group while the group is visiting campus.
- 7) Absolutely no food or drink permitted in Lagerquist Concert Hall.

#### **FOR OFFICIAL USE ONLY**

SCHEDULED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

Approved by PLU Director: Yes No

**Person meeting group:** \_\_\_\_\_

**Where:** \_\_\_\_\_ **When:** \_\_\_\_\_

DIRECTOR NAME: (please print): \_\_\_\_\_