The Center for Film Studies welcomes your usage and will do our best to accommodate your needs. Because the Center is the primary campus venue for the legal presentation of films, we encourage any department, program, or group who is contemplating a screening to consult with the Center to schedule an event.

Student group requests for film screenings are welcomed, but all such events must be approved by both the Student Activities Office and the Center. Unfortunately, due to limited facilities and scheduling opportunities, student group requests for non-film events will not be considered.

Because the Center is an academic building and not an events facility, the academic needs of the Film Studies Dept. take precedence over any proposed event. Requests for use of CFS 100 and CFS 190 should be made a minimum of four weeks in advance of a proposed event.

A $150 (Rm 190) or $250 (Rm 100) equipment maintenance fee will be charged per event in addition to the cost of the event staff. Those who use Wesleyan facilities, including classrooms, will be billed for any damage to the facilities, grounds, furnishings, or for extra cleaning as a result of the event. The Center for Film Studies facilities are not available during summers or semester breaks to student groups.

Date of event _____________________________________________
Start/finish time of event ________________________________
Description of event ______________________________________
________________________________________________________________________________________
Sponsoring group or department ____________________________
________________________________________________________________________________________
Sponsor contact person ___________________________________
Title of film(s) __________________________________________
________________________________________________________________________________________
Film format(s) __________________________________________
________________________________________________________________________________________
Screening materials must arrive 5 days or earlier before event. Instructions for delivery/shipping __________________________

___________________________________________________________

Part of series, lecture, or other program? No ___
Yes (explain) _____________________________________________
___________________________________________________________

Admission charged? ________________________________________
Special equipment needs _____________________________________

___________________________________________________________

No food may be taken into the Goldsmith Family Cinema (CFS 100) or the Powell Family Cinema (CFS 190).

Smartkey and account number for costs incurred

Contact person signature _________________________________
(This person is responsible for the Wesleyan calendar postings and publicity)

Date ___________________ Wes ID _______________________
Email address ________________________ Phone ______________

Please use a separate sheet if additional information is required. Indicate here: ‘separate sheet attached’

Submission of this event sheet does not mean confirmation of the event. Lea Carlson x3542 will contact you directly to verify confirmation and go over all details.

All changes to events must be made a minimum of seven business days in advance of the event.

07/2014 updated