

MEMORANDUM FOR AST – Wuerzburg Community Manager

SUBJECT: Request to Reserve Leighton Theater

Requests in need of theater personnel, submissions should be made at least 10 business days prior to function

Date

1. Request the Leighton Theater for:

Event

Date

Time

2. I understand that I must sign-out the keys to the theater on the day of the event and return them before the end of the same day. I am also responsible for the cleanliness of the theater upon completion of the event.

Name of Person that will pick-up the key:

3. Point of Contact

Duty Phone

Cell Phone

Signature

Printed Name

Name of Organization

Approved / Disapproved

Community Manager

Date