

**EVENTS AND VENUES**  
**LISNER AUDITORIUM**  
Washington, DC

Please complete the following questions and attach exhibits when required. You will be advised if your application has been approved. In the event that your application is authorized, you shall be subject to the terms and conditions of this application, and License Agreement.

TODAY'S DATE: \_\_\_\_\_

TITLE OF EVENT: \_\_\_\_\_

DESCRIPTION OF EVENT please be specific: \_\_\_\_\_

FEATURED PERFORMERS/SPEAKERS: \_\_\_\_\_

DAY & DATE REQUESTED: \_\_\_\_\_

START TIME of Event: \_\_\_\_\_ EXPECTED LENGTH of event: \_\_\_\_\_

TOTAL TIME requested for use of auditorium: \_\_\_\_\_ hours.

FROM \_\_\_\_\_ TO \_\_\_\_\_, please include set-up time

NAME OF APPLICANT ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TELEPHONE: ( ) \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_ WEBSITE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

NAME OF LEGALLY RESPONSIBLE OFFICER representing Applicant Organization who will execute lease agreement:

NAME TITLE

ADDRESS: if different from above: TELEPHONE: ( ) \_\_\_\_\_

EMAIL: \_\_\_\_\_



**EXHIBITS:**

1. Attach evidence of Federal tax-exempt status of Applicant if applicable
2. Attach detailed description of the event, including technical requirements (sound, lighting, staging, etc)

The terms and conditions of this Application shall survive the formal entering into of a License Agreement between the parties. In the event of any breach of the terms of the License or the conditions set forth herein, the University may terminate the License Agreement upon giving written notice to Lessee, and thereupon all parties shall be released and discharged in full.

I certify that the above information is correct and will remain and become a part of any License Agreement granted.

APPLICANT: \_\_\_\_\_

BY \_\_\_\_\_ (Signature)                      \_\_\_\_\_ (Title)                      \_\_\_\_\_ (Date)

**PLEASE RETURN THIS APPLICATION TO:**

CASSANDRA LAMMERS  
Lisner Auditorium  
The George Washington University  
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