

# BUILDING USER REQUEST FORM

**Municipal Arts Center**  
**1119 5<sup>th</sup> Street SW**  
**Suite A**  
**Charlottesville, Virginia 22902**  
**Phone: 434 295-9850**  
**Email: municipalband@enmbarqmail.com**

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

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Telephone Number: \_\_ H: \_\_\_\_\_ C: \_\_\_\_\_

Email address: \_\_\_\_\_

Nature of Event: \_\_\_\_\_

Area Requested: \_\_\_\_\_ No. of People Expected: \_\_\_\_\_

Date(s): \_\_\_\_\_ Hours: (Beginning and Ending) \_\_\_\_\_

Please check below items need for your event(s);

\_\_\_\_ Number Chairs

\_\_\_\_ Number Folding Tables

\_\_\_\_ Number Music Stands

\_\_\_\_ Piano (extra charge applies)

\_\_\_\_ Internet Access (extra charge applies)

\_\_\_\_ Digital Projector / Screen / Cart (extra charge applies)

\_\_\_\_ Other: (Specify) \_\_\_\_\_

Please mail this form and other requested forms in your Building User Packet to:

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**1119 5<sup>th</sup> St. SW, Suite A**  
**Charlottesville, Virginia 22902**