Evelyn Rubenstein Jewish Community Center of Houston
IW Marks Theatre Center
Gerald Rauch Cultural & Performing Arts Wing
Theatre Rental Request Form

Date_____

Name of Organization_____Contact_____

Address_____ City, State, & Zip _____

Telephone_____Fax_____Email_____

Type of Program: ___Lecture ___Dance Recital ___Play ___Piano Recital

____Concert ___ Other_____

Theatre Requested: _____Kaplan Theatre _____Joe Frank Theatre

	DAY	DATE	TIME
Performance			
Alternate			
Rehearsal			
Rehearsal			
Rehearsal			

Equipment Needs (see Fee Schedule for additional costs): _____

_____Confirmed _____Confirmed with changes Date:_____

Return to: Janis Odensky
Room & Theatre Bookings Manager
Evelyn Rubenstein Jewish Community Center
5601 S. Braeswood
Houston, TX 77096

713-729-3200, ext. 3264
713-551-7223 (fax)
email: jodensky@erjcchouston.org

For Office Only

_____ Contract Sent _____ Contract received ____ Deposit Received ____ Final Payment Received