

Located on the campus of Linn-Benton Community College, the Russell Tripp Performance Center (RTPC) is ideal for corporate meetings, fundraisers, seminars & conferences, and all sorts of performing arts events. Please provide as much information as you can about your event, and an RTPC representative will contact you to finalize your rental. For more information on rates and amenities, visit [www.linnbenton.edu/tripp](http://www.linnbenton.edu/tripp) and click on "Rent the RTPC."

If you have questions, please contact the Production Coordinator at [theater@linnbenton.edu](mailto:theater@linnbenton.edu), 541-917-4561.

Name/Organization: \_\_\_\_\_

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

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Dates/Times requested  
(include set-up, event, and post-event time):

\_\_\_\_\_

\_\_\_\_\_

alternate times?

\_\_\_\_\_

\_\_\_\_\_

Event Title: \_\_\_\_\_

Event Description (include technical equipment, box office, and any other service requests associated with your event):

\_\_\_\_\_

TO SUBMIT: mail, fax, or email this form to the RTPC Production Coordinator at...

Russell Tripp Performance Center  
6500 SW Pacific Hwy, Albany OR 97321

FAX: 541-917-4248

EMAIL: [theater@linnbenton.edu](mailto:theater@linnbenton.edu)  
(don't forget to save the pdf before sending)

*Submission of this form does not create a rental contract - an RTPC will contact you to confirm the details of your event and establish a contractual agreement between the parties. A security deposit of \$100 may be required to secure your reservation. Please refer to the rates and fees listed on our website, including AR 5405-01, for more information on the services we provide. We're happy to work with you to make your event a success!*

BOX OFFICE: 541-917-4531  
[theater@linnbenton.edu](mailto:theater@linnbenton.edu)

Russell Tripp  
Performance Center

[linnbenton.edu/tickets](http://linnbenton.edu/tickets)  
6500 SW Pacific Hwy, Albany

LBCC Comprehensive Statement of Nondiscrimination  
LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, gender, gender identity, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws. For further information see Board Policy P1015 in our Board Policies and Administrative Rules, Title II, IX, & Section 504; Scott Rolen, CC-108, 541-917-4425; Lynne Cox, T-107B, 541-917-4806, LBCC, Albany, Oregon. To report: [linnbenton-advocate.symplicity.com/public\\_report](http://linnbenton-advocate.symplicity.com/public_report)

Request for Special Needs or Accommodations  
Direct questions about or requests for special needs or accommodations to the LBCC Disability Coordinator, RCH-105, 6500 Pacific Blvd. SW, Albany, Oregon 97321. Phone 541-917-4789 or via Oregon Telecommunications Relay TTD at 1-800-735-2900 or 1-800-735-1232. Make sign language interpreting or real-time transcribing requests 2-4 weeks in advance. Make all other requests at least 72 hours prior to the event. LBCC will make every effort to honor requests. LBCC is an equal opportunity educator and employer.