

SOP – IT and OPS Rental Request Advance Notice

You will need to send an email to OPS and IT at least 72 hours prior to any rentals or events that need special requests or amenities. Some requested items such as setting up Wi-Fi connections, adding or booking films, and concession event combo buttons/pricing cannot be done right away or are not available to do right at the time of the email request, so we need some advance notice to set these up.