

THE UNIVERSITY OF KANSAS
LAWRENCE

OFFICE OF
THE CHANCELLOR

October 5, 1942

Prof. F. C. Allen
Phys. Ed. Department
Campus:

Dear Mr. Allen:

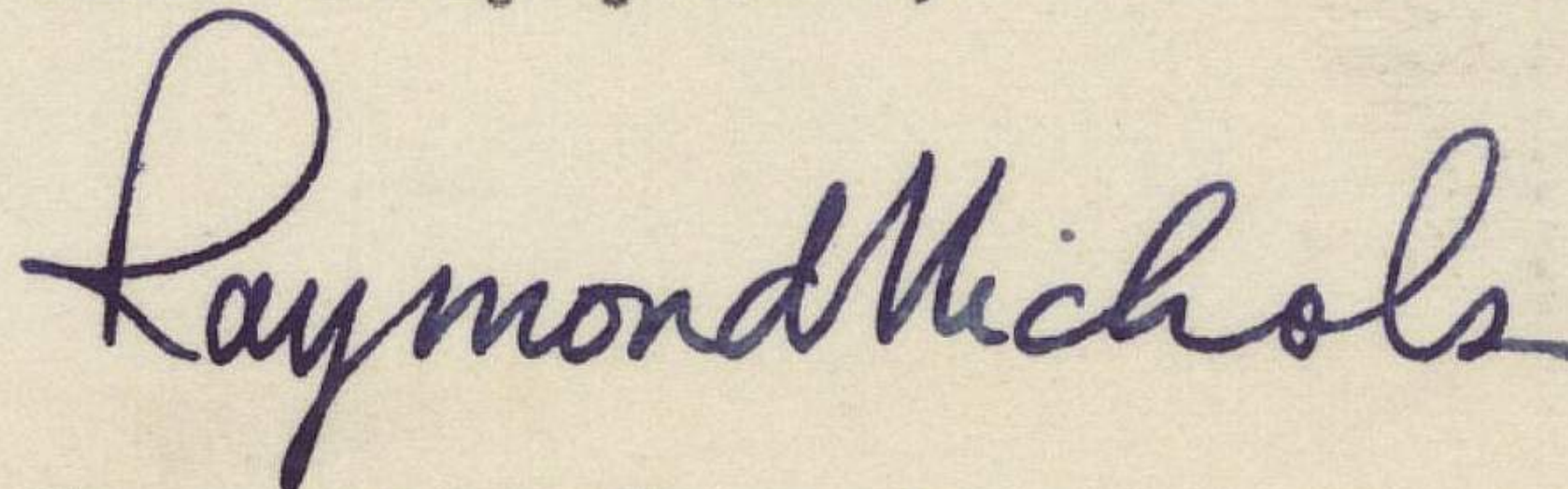
The regular schedule for use of Hoch Auditorium for the fall semester is attached. As you will observe, the auditorium is being used virtually to capacity from 7:30 in the morning until 9:30 or 10:00 at night. This means that it will not be possible to make the auditorium available for special events or special setups as we have in the past. This will make it somewhat inconvenient on occasion, but if we all remember the interests of the other parties concerned I think that each of us can manage his own show in a reasonably satisfactory manner.

On the date of special evening events such as lectures and concerts, it will be necessary in most cases to close the auditorium at 4:30 so that the labor crew will have time to seat the floor somewhat in advance of the performance. It may not be possible because of the labor and time factors always to remove the basketball goals from the floor and I am hoping that wherever possible you will agree to such an arrangement.

If you have any special problems in connection with the proposed use of the auditorium for any event, it will be helpful for you to consult the schedule in this office as far in advance of the date as possible.

The auditorium schedule will be tight, but I am sure that with the cooperation of all parties concerned that we can take care of all requests reasonably well.

Sincerely yours,



Executive Secretary

RN:w

Enclosure
cc: D. M. Swarthout
Hallie Harris