

Auditorium Use Request

We will make every effort to facilitate your request. However, some events require extensive use of the facilities and may preclude its use for an extended period of time. Please make sure that your request for the space has been fully authorized **before** you schedule an event. **Never hire a performer without full authorization for the use of the auditorium.** Cancellation fees can be high. Two week's **advance notice** is required to process your request.

Today's Date: _____ Group Requesting Use: _____

Set Up: Date(s): _____ Sponsor(s): _____

Time: _____

Rehearsal: Date(s) _____ Time(s): _____

Please remember that we are trying to provide sufficient time and equipment for all users. Be accurate. If you run over into another user's time, it may cause unnecessary friction.

Performance: Date(s): _____ Time(s): _____

EQUIPMENT

Microphones: _____ Stand-up _____ Overhead _____ Wireless Hand held _____ Lapel

Sound: _____ Tapes(s) _____ Intercom
_____ CD _____ Spots
_____ Recording (CD / Tape) (Your media) _____ Sound Booth
_____ Fold back speakers _____ SL---SR
_____ Video Tape Recording (Your media) _____ Audience

Lights: _____ Stage Work _____ Theatrical _____
_____ Movable Spots _____ Date to start
Colors _____
_____ Date to stop

Projectors: _____ Overhead _____ **Computer** _____ Internet
_____ Video Tape _____ Booth _____ Norrisnet
_____ DVD _____ Stage
_____ Laptop (personal / school)

Dressing Room: _____ Single dressing room _____ Shower room facilities
_____ Two dressing rooms

Stage Equipment:
_____ Podium _____ Acoustic Shell _____ Band Risers _____ Chairs _____ Costumes
_____ Piano _____ Choral Risers _____ Music Stands _____ Flats/stage properties

Within 24 hours of your final production, it is your responsibility to return the auditorium to the condition in which you found it. If a set piece is on the stage when you came in, return it to the place you found it. You may be working around a different production. Those people will be expecting to find their props and sets the way they left them. If it was clean when you started, leave it clean. It is not the responsibility of the custodians to clean the dressing rooms or sweep the stage or the work room in the back; those are the users' jobs.

Approval: _____

Activities Director

Auditorium Coordinator