

Auditorium Activity Form – School Use

This application must be approved one week prior to use by the Auditorium Directors, then for final approval by the Activities Director and Principal.

The Auditorium is not to be used during or after school hours by any teacher or group without prior approval by the Auditorium directors.

Students are not allowed access to any areas other than those designated on the application. Students are not allowed in the auditorium without the supervision of a teacher (applicant).

Food of any kind is not allowed in the auditorium. Candy, gum, soda, water, etc. fall into the category of food.

Teachers (applicant) are responsible for removing all the materials used by their group in a timely manner.

The teacher (applicant) assumes responsibility for all damages or loss of school property while using the facility.

All auditorium equipment will be operated by trained personnel; assigned by the Auditorium Directors.

The auditorium is equipped with a large screen and public address system.

All other audio-visual needs must be arranged through the **audio-visual** department.

Date of Application _____

Teacher's Name _____ Beginning of Event _____

Requested Date of Use _____ End of Event _____

*****Please note: You will be allowed one hour before the time of event to set up necessary materials and 30 minutes to tear down materials after the event is finished, unless you have previous arrangements with the Auditorium Directors.**

Purpose of Use _____

Number of Student _____

Number of Projected Audience Members _____

Equipment Needed: **Please circle**

Microphone 1 2 or 3

Podium

Projector Screen

Full Stage

Front Half Stage

Front of Red Curtain Only

Table 1 or 2

Chairs #_____ (please diagram on back the desired set up)

Please continue on back of form

- 1) Please indicate on this form where chairs, tables, podium (which has one microphone), and/or microphones should be placed. Use these codes: x = chair, = table, = podium, 1 = microphone.
- 2) Please make sure you have indicated on the front of the form if you will be using the full stage, half stage, or in front of the red curtain only.

Wall

Audience

Date

Auditorium Director

Date

Activities Director

Date

Building Principal