

SCHOOL DISTRICT
APPLICATION FOR USE OF THE PERFORMING ARTS CENTER

This application is to be filed with the PAC Director by and for all groups scheduling events.

DESCRIPTION OF ACTIVITY: _____

NAME OF GROUP _____ PERSON IN CHARGE _____

ADDRESS _____ PHONE (H) _____

_____ (W) _____

E-MAIL _____

DATE(S) AND TIMES(S) TO BE USED: (Example 10/09/14 7:00 pm - 9:00 pm)

REHEARSAL/ NON AUDIENCE

PERFORMANCE/ WITH AUDIENCE

1. _____ - _____

1. _____ - _____

2. _____ - _____

2. _____ - _____

3. _____ - _____

3. _____ - _____

4. _____ - _____

4. _____ - _____

ADDITIONAL ROOMS NEEDED: _____

SET-UP INFORMATION

1. Full stage / Apron only (check one) Movie screen events are considered apron only.
2. Light board operator needed? _____ (Only basic illumination/ presets allowed without operator)
3. Sound system operator needed? _____ (No amplification allowed without operator)
4. Fly system operator needed? _____ (No over stage rigging/ flying without operator)

FACILITY EQUIPMENT NEEDED

Tape player _____

VCR _____

Clear Com _____

CD player _____

Overhead _____

Video Projector _____

Microphones _____

Pit Cover _____

Chairs _____

Piano _____

Mirror Ball _____

Music Stands _____

Screen _____

Acoustic Shell _____

Piano Tuning _____

Scrim _____

Platforms _____

Follow Spot _____

Computer _____

Risers _____

Other _____

There is no food or beverages allowed on stage or in the house.

No tables or chairs are allowed in the lobby except in designated areas.

Explosives, pyrotechnics and gas engines are not allowed.

By signing this form, applicant is aware of and agrees to comply with all _____ School District Policies and Procedures. The applicant also agrees to make payment within sixty (60) days of receipt of invoice. Payment not received within sixty (60) days of the invoice date will be subject to a late fee of 15% of the total invoice amount or \$25.00 whichever is greater. Failure to pay facility use fees in a timely manner may result in automatic denial of future facility use requests.

SIGNATURE _____ DATE _____