SCHS AUDITORIUM USAGE REQUEST

Please Check One:

_____USD 466 Event

_____Community Event (Subject to Rental and Technician Fees)

_____Out-Of-District Event (Subject to Rental and Technician Fees)

1. Read all guidelines, fill out form completely and return to Principal at least two weeks prior to your event.
2. After form is filled out and approved copies will be distributed to the High School principal, Maintenance, Board Office staff, and SCHS Fine Arts Staff. You will receive an email or phone call regarding approval or disapproval of your request. If the staff and/or space are not available, the event will need to be rescheduled.
3. If consent is given, safety needs to be your priority. Those granted permission to use auditorium must be present for any rehearsals and the event. (i.e. No student or community member should be in auditorium without said community member present). If small children are a part of your event, extra supervision is absolutely necessary.
4. Use of any equipment should be returned to their storage areas immediately upon completion of auditorium use (sound equipment, risers, choral shells, chairs, stands, etc.). Any items that you bring for your event need to be taken with you immediately following your event. If items are left, they will be disposed of properly.
5. If during your time of use, you find that you need something not requested, ask the custodian on duty.
6. NO FOOD OR DRINKS ALLOWED IN AUDITORIUM
7. Your failure to comply with the above guidelines will result in a loss of privilege in future use of the SCHS auditorium.

I agree to all of the terms and guidelines herein _____
(Signature)

NAME_____ORGANIZATION_____

DATE(S) AND TIMES OF USE (Please be specific) _____

_____

PURPOSE OF USE_____

_____

NUMBER OF STUDENTS/PEOPLE INVOLVED IN EVENT_____

THIS PAGE FOR COMMUNITY AND
OUT-OF-DISTRICT AUDITORIUM USE

- DEPOSIT--A $40 Non-refundable deposit payable to USD 466 is due upon approval of Auditorium usage. Remainder (if any) is due at final walk-through.

- RENTAL FEES--$5/Hour not to exceed $40/day, $100/3-7 Days, Extended use negotiable with Administration

- For an event with an audience, a CUSTODIAN is required at $20/hour

- If a sound and/or lighting person is needed for your event, one will be assigned to work your event. The people on the list have been approved by the district to work with the lighting and sound systems in the auditorium. SOUND and LIGHTING TECHNICIANS will be paid $20/hour.

- If you are not charging admission for your event and you are a Not-For-Profit organization, rental fees are negotiable (not technician or custodial fees).

IF YOU HAVE ANY FURTHER QUESTIONS, PLEASE CONTACT THE SCHS PRINCIPAL AT 620-872-7620.

PLEASE CHECK ANYTHING THAT YOU WILL NEED FOR YOUR EVENT.
SOME ITEMS REQUIRE A RENTAL FEE.

SOUND

_____Hand corded microphones (How many_____)
_____Hand cordless microphone (Only one available)
_____Lapel microphone (Only one available)
_____Floor microphones (How many_____)
_____Floor monitors (How many_____)
_____Sound recording (you must provide the blank CD-RW)

MUTIMEDIA

_____DVD player (projector and large screen available)
_____VCR player (projector and large screen available)
_____Computer (projector and large screen available; you supply the computer)
_____CD player
_____Cassette player

LIGHTING

_____Stage Lights
_____House Lights

COSTUMES $1/PIECE (Contact the HS Office)
SET PIECES $5/PIECE (Contact the HS Office)

EQUIPMENT (For USD 466 maintenance crew): Please attach a drawing of your stage set-up.

____Risers $1/set—10 sets available (how many_____)
____Choral Shells $10
____Chairs (up to 15—free, 16-60--$10; how many_____)
____Stands (up to 15—free, 16-60--$5; how many_____)
____Upright Piano $20/day
____Grand Piano $50/day (If using either piano, absolutely nothing should be put on or stuck to the pianos. Only skilled accompanists and teachers should play the pianos. To clean finger prints and dust off the grand, ONLY use a damp chamois.
____Yamaha Clavinova Digital Piano $10/day
____Director's podium
____Speaker's podium
Pit Filler adjustment will not be an option for rental agreements

OTHER ROOMS NEEDED

_____Vocal Room (What days and times?_____)
_____Band Room (What days and times?_____)
_____Dressing Rooms (What days and times?_____)

ANY OTHER SPECIAL REQUESTS_____