

Applicant: Please Fill Out Completely (Print Clearly)

Schedule ID : _____
 Category: _____

Facility Requested: _____

Name of Group/Show: _____

Contact: _____ Phone #: (AM) _____ (PM) _____

Address: _____ City: _____ State: _____ Zip: _____

E-Mail Address: _____

Date(s) of Event: _____

Note: Set-up time is the time the auditorium will be opened on the day of the rental or event.
Please allow enough time to set-up the complete show.
 Billed time for facility starts from the time the doors are opened until the program and tear-down are complete.

Set-up Start Time: _____ Tear-Down End Time: _____

House Open: _____ Performance Start Time: _____ Performance End Time: _____

Estimated Attendance: _____ Admission Fee? Yes NO Amount: _____

Tax ID for Non profit groups: _____

Insurance Carrier/Policy Number (attach Copy) _____

Facility Request	OFFICIAL USE ONLY - Event Cost Estimate																																				
<input type="checkbox"/> Auditorium and Lobby <input type="checkbox"/> Locker Rooms - Number _____ <input type="checkbox"/> Dressing Rooms - Number _____ <input type="checkbox"/> Class Rooms - Number _____ <input type="checkbox"/> Media Center <input type="checkbox"/> Cafeteria <input type="checkbox"/> Kitchen (needs Kitchen Approval) <input type="checkbox"/> Lobby Only <input type="checkbox"/> Restrooms	<table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Per Hour Rate</th> <th style="text-align: center;">Hours Used</th> <th style="text-align: center;">Cost</th> </tr> </thead> <tbody> <tr><td>Auditorium</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>Technicians</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>Custodians</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>Other Facilities</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>Kitchen/Staff</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>Other</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>Total Cost:</td><td></td><td></td><td>_____</td></tr> <tr><td>Deposit Required:</td><td>_____</td><td>Due Date:</td><td>_____</td></tr> </tbody> </table>		Per Hour Rate	Hours Used	Cost	Auditorium	_____	_____	_____	Technicians	_____	_____	_____	Custodians	_____	_____	_____	Other Facilities	_____	_____	_____	Kitchen/Staff	_____	_____	_____	Other	_____	_____	_____	Total Cost:			_____	Deposit Required:	_____	Due Date:	_____
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I have read and will abide by all the rules and regulations printed on page 3 and 4.

Signature of Responsible party: _____ Date: _____

___Approval___ Disapproval - Comments _____

Auditorium Manager: _____ Date: _____

Building Manger: _____ Date: _____

Name of Group:

Technical Requirements

When the theatre is being used, a custodian and auditorium personnel are required. Normally, one adult supervisor, one student for audio, one student for lighting, and one student stage manager are also required. Additional crew may be required for more complex productions.

Please indicate your technical requests below: (you may also attach a *Technical Rider*)

Audio (minimum one technician):

Number of microphones needed
 (Please specify type of microphones)

Tape Player

CD Player

CD Recording*

*(Blank CD-R must be provided or may be purchased)

Stage Monitor speakers

Lighting (one to four technicians):

Follow spot needed (maximum 2)

Special Colors/Areas needed:

Projection (one technician):

Video Projector

DVD

VCR

Computer (PowerPoint)

Stage (check all needed):

Hanging banners

Hanging drops

Speakers Podium

Choir Risers

Baby Grand Piano

Chairs (number needed)

Music Stands (number needed)

Tables (number needed)

Conductor (Conductors Podium)

Acoustic Shell (additional charges may apply)

Other

Please provide a brief sketch of the required set-up for the stage area:

RULES CONCERNNG USE OF SCHOOL FACILITIES

1. The user group agrees to assume all liabilities for damage which may occur in, on, or about any Walled Lake Consolidated School District facilities while said persons or groups are using those facilities when damage to property or injury to persons is the result of either the acts, omissions and/or neglect of the users or their agents, servants, and employees.
2. It is understood that educational use is the first priority of these facilities. Therefore, all facilities will be left in the exact condition which preceded your use and all student/teacher projects/materials/equipment will not be disturbed.
3. The use of building facilities is restricted to the specific area(s) requested. User groups in unauthorized areas may be asked to leave the building/facility.
4. Requests for facility use should be submitted to the Community Education Center/Facilities 21 days prior to requested use. No reservation will be made until an application has been approved by the facilities manager.
5. The right to revoke a requisition application at any time is reserved by the school authorities.
6. Deposit, where appropriated, should reach the Community Education Center/Facilities room 206 at least 10 working days prior to scheduled event. School activities and Community Education programs have priority over non-school activities. Therefore, time and/or dates are subject to change or cancellation.
7. If the regular day school program is cancelled due to inclement weather, all daytime and evening activities will also be cancelled. Additional custodial costs may apply if snow removal is needed.
8. Organizations who wish to cancel their scheduled activity **MUST NOTIFY** the Community Education Center/Facilities 48 HOUR IN ADVANCE or they will be charged for expenses incurred. (248) 956-5000
9. **SMOKING IS PROHIBITED IN WALLED LAKE CONSOLIDATED SCHOOL FACILITIES.**
10. No Alcoholic beverages or illegal substances shall be brought into nor consumed in any district facilities or on grounds.
11. No activity shall be permitted in which open flames are used unless approved by the fire marshal and the facilities manager.
12. Under no circumstances shall equipment or other property be stored on school property unless approved by the facilities manager. The school district assumes no responsibility for properties left on the premises by the applicant.
13. In the event that it is necessary for the custodian to render services to the group beyond those requested, the group will be billed at the overtime rate for any additional time.
14. Custodians are not authorized to provide school equipment to user groups except as described and approved on the Facilities Request.
15. Use of the kitchen equipment requires that cafeteria personnel be on duty.
16. Persons or groups who fail to adhere to the policies and regulations established by the Board and Superintendent of schools shall subject themselves to forfeiture of all privileges of future use of Walled Consolidated School District facilities.

Walled Lake Consolidated Schools

Operations Department
46740 West Pontiac Trail
Walled lake, MI 48390
Phone (248) 956-3060
Fax (248) 956-3078

Regulations for Auditorium Use

1. Every event (rehearsal, and performance) must fill out a building use request.
(For rehearsal please fill out one form and attach a calendar with all dates and times)
2. Request must be submitted to the main office of the building being requested (in building use only) or Community Education/Facility use office 2 weeks prior to the event. Request is not approved until a signed permit is returned to the applicant.
3. Every request must be accompanied by a TR-1 form (technical requirements).
Any changes in technical requirements must be made in writing no later than 48 hours before the event.
4. All events must end no later than 10:30pm. Events running later may result in extra charges
5. Request for cancellation must be made no later than 48 hours before event in writing to the Auditorium Manager or Community Education office.
6. Every group must follow "Rules Concerning use of School Facilities" located on the back of all building request forms and page 3 of the auditorium use packet.
7. Ushers are required to monitor the house-minimum one person per door.
Auditorium personnel will conduct a meeting with all ushers ten minutes before the house will open. A usher staff may be available for an additional fee.

Other Stage Rules

1. Only authorized tape (gaff tape, spike tape) may be used on the stage floor!
(Colored contact paper shapes may also be used if they are removed as soon as the event is concluded)
2. ALL cables must be taped down in an aisle way or between seat rows.
3. If no crew is present for an event or rehearsal, the director is REQUIRED to lock the theatre and turn off all lights (except designated ghost light) at the conclusion of auditorium use. *(This applies to in-building use only)*
4. Only authorized persons will be allowed in the technical booth.
5. Any and all changes to lighting and sound system must be authorized and approved by the auditorium manager.
6. Confetti is prohibited: Streamers may be used with the approval of the auditorium manager and must be cleaned up at the conclusion of the event.
7. Pyrotechnics and open flames are prohibited.
8. Props and set pieces housed at the school belong to the drama department and may not be used without their written permission.
9. Any set pieces, props, or costumes for your event must be removed unless auditorium manager grants permission for it to remain onsite. The auditorium manager, custodians, staff, and the school are not liable for damages to the items that are left.
10. Curtains: May only be operated by an authorized person. Tape or pins may not be used to hold up decorations.
11. NO Food or Drink is allowed in the auditorium, dressing rooms, or booth. Water in a closed bottle may be in the dressing rooms or backstage.