

Building Permit #

Applicant: Please Fill Out Completely

School Auditorium Name:

Name of Group:

Date of Activity:

Set-up Start Time:

Tear-Down End Time:

House Open:

Performance Start Time:

Performance End Time:

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

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)

Yes

Tape Player.....

CD Player.....

Mini Disc Player.....

Tape Recording *.....

CD Recording *.....

**(Blank Tape or CD-R must be provided.
May not be available at all venues.)*

Stage Monitor speakers.....

Lighting (one to four technicians):

Yes

Follow spot needed (maximum 2)

Special Colors/Areas needed:

Projection (one technician):

Yes

Video Projector.....

DVD.....

VCR.....

Computer (PowerPoint).....

Overhead Projector.....

Stage (check all needed):

Yes

Hanging banners

Hanging drops

Speakers Podium

Choir Risers

Baby Grand Piano

Chairs

Music Stands

Tables

Conductor

Acoustic Shell

Other

(number needed)

(number needed)

(number needed)

(conductors podium)

(may incur extra charges)

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

Signature: _____ Date: _____



Walled Lake Consolidated Schools

Operations Department
46740 West Pontiac Trail
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Phone (248) 956-3060
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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 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.
5. Request for cancellation must be made no later than 48 hours before event in writing to the schools office or Community Education office.
6. Every group must follow "Rules Concerning use of School Facilities" located on the back of all building request forms.
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.

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 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.

Please Initial: _____ Date: _____