

# NIGHT FACILITY RESERVATION

RETURN TO: Pam Behee – Activities/Athletics (Main Office)



EVENT DATE \_\_\_\_\_

EVENT NAME \_\_\_\_\_

ORGANIZATION/GROUP \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ PHONE/EXT \_\_\_\_\_

ADDRESS \_\_\_\_\_ EMAIL \_\_\_\_\_

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SETUP TIME \_\_\_\_\_ START TIME \_\_\_\_\_ END TIME \_\_\_\_\_ CLEANUP COMPLETED \_\_\_\_\_

## FACILITY NEEDED

- CAREER CENTER
- COMMONS
- FORUM *Please fill out additional information on reverse side.*
- LIBRARY
- GYM
  - Main Bleachers (west)       Small Bleachers (east)
- RESOURCE AREA     Bay     Sky     Mountain
- CLASSROOM Room #'s \_\_\_\_\_ Confirm with Classroom Teacher? \_\_\_\_\_
- FOOD—Will any food be served?
  - No
  - Yes (If you plan to serve food, you must contact Marcy Brown (x5141) & receive permission.)

## SPECIAL EQUIPMENT/SET-UP *(please clean up after event, e.g., litter)*

Additional cost for custodial help. The Forum requires extensive time for set-up. Please **attach a drawing** of the desired room arrangement if different than usual. Advance notice is needed if special set-up is required.

- TABLES # \_\_\_\_\_ (type?) \_\_\_\_\_
- CHAIRS # \_\_\_\_\_
- AV EQUIPMENT \_\_\_\_\_
- SCREEN \_\_\_\_\_

NOTES: \_\_\_\_\_

\_\_\_\_\_

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## RESERVATION CONFIRMED

BY \_\_\_\_\_ DATE \_\_\_\_\_ Added to Calendars: \_\_\_\_\_

- Copy to:
- Peter Odushkin, Custodial
  - Jason Parker, Forum
  - Marcy Brown, Food Service
  - Tracy Shaw, Library
  - Other \_\_\_\_\_

# NIGHT FACILITY RESERVATION (Page 2)

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ADDRESS \_\_\_\_\_ EMAIL \_\_\_\_\_

Times:

Load in/Set up: \_\_\_\_\_ AM/PM

Rehearsal Begins: \_\_\_\_\_ AM/PM

Rehearsal Concludes: \_\_\_\_\_ AM/PM

Doors Open \_\_\_\_\_ AM/PM

Event Begins \_\_\_\_\_ AM/PM

Event Concludes \_\_\_\_\_ AM/PM

Load out/Clean up Complete: \_\_\_\_\_ AM/PM

I request the use of the following seating areas (if available):

- Fixed Seating with inner wall ("small" setup—seats 160)
- Fixed Seating & Cafeteria Chairs with outer wall ("small to medium" setup—seats 160 to 300)  
# of Chairs needed \_\_\_\_\_
- Fixed Seating plus Bleacher Seating with outer wall ("large" setup—seats 400)  
*This setup requires more advance notice, planning, etc. You **must** have approval from the Activities Coordinator before selecting this option.*

I request the use of the following staging areas (if available): **PLEASE ATTACH DRAWING**

- Pit only
- Pit and Apron
- Pit, Apron, and Projection Screen
- Pit, Apron, and ½ Stage
- Pit, Apron, and Full Stage

I request the following Tech Support Staff (if available):

- Sound Operator
- Curtain Operator
- Backstage Grips
- Light Operator
- Stage Manager
- AV Operator

**NOT GENERALLLY AVAILABLE:** Additional media equipment such as CD players, etc. Please ask if you have any questions about what might or might not be available.

**ADDITIONAL CHARGES:** Custodial, Tech Support Staff