

# REQUEST FOR USE OF CLAY AUDITORIUM

## Lee County High School

Auditorium Office 229.903.2297 or TheatreLCHS@lee.k12.ga.us

Non-School Groups are Required to Pay Rental Fees and Secure Superintendent's Approval.

Revised 2009



|                    |  |
|--------------------|--|
| EVENT              |  |
| Organization       |  |
| Person in Charge   |  |
| Phone(s)           |  |
| E-mail Address(es) |  |

| Rehearsal/Set up Date(s)  | Time In | Time Out |
|---------------------------|---------|----------|
|                           |         |          |
|                           |         |          |
| Performance/Event Date(s) | Time In | Time Out |
|                           |         |          |
|                           |         |          |

**ALL USE of the auditorium is managed by the LCHS Auditorium Manager & the Clay Auditorium Student Technicians--C\*A\*S\*T.**  
**Operation of all technical equipment and school property must be executed by C\*A\*S\*T.**  
**BOTH school and non-school groups must be aided by the C\*A\*S\*T team. See below for fees.**

**Indicate specific needs below:**

|                                     |                                 |  |
|-------------------------------------|---------------------------------|--|
| <input type="checkbox"/>            | Stage Manager                   | <i>LCHS may require the use of C*A*S*T Stage Manager at Minimum Wage</i>   |
| <input checked="" type="checkbox"/> | House Manager                   | <b>C*A*S*T requires a HM for all events (minimum wage)</b>   |
| <input type="checkbox"/>            | Handheld Microphones (# - ____) | <b>Sound Technician Required<br/>(minimum wage)</b>  |
| <input type="checkbox"/>            | Body Mics (# - ____)            |  |
| <input type="checkbox"/>            | CD Player                       |  |
| <input type="checkbox"/>            | Audio Monitors for the stage    |  |
| <input type="checkbox"/>            | Variable Stage Lighting         | <b>Lighting Technician Required (minimum wage)</b>   |
| <input type="checkbox"/>            | Follow Spots (Indicate 1 or 2)  | <b>Lighting Technician(s) Required (minimum wage)</b>  |
| <input type="checkbox"/>            | Box Office                      |  |
| <input type="checkbox"/>            | Concession Stand                |  |
| <input type="checkbox"/>            | Dressing Rooms                  |  |
| <input type="checkbox"/>            | Lectern                         |  |
| <input type="checkbox"/>            | Projection Screen               |  |
| <input type="checkbox"/>            | LCD Projector                   | <input type="checkbox"/> with audio tie-in <input type="checkbox"/> without audio tie-in<br><input type="checkbox"/> with laptop <input type="checkbox"/> with DVD player <input type="checkbox"/> with VCR player |
| <input type="checkbox"/>            | Overhead Projector              |  |
| <input type="checkbox"/>            | Tables and Chairs               | <i>Specify numbers:</i>  |
| <input type="checkbox"/>            | Piano                           | <i>Rental fee of \$50.00 for non-school groups.</i>  |
| <input type="checkbox"/>            | Green Room                      | <i>Must provide adult monitor at all times. Additional rental fee for non-school groups</i>  |
| <input type="checkbox"/>            | Cyclorama Drop                  | <i>\$150 rental, installation, and removal fee</i>   |
| <input type="checkbox"/>            | Loading Dock                    |  |

Additional Notes:

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

Copy 1-Administration   Copy 2-Aud. Manager & C\*A\*S\*T   Copy 3-Plant Operations   Copy 4-Requesting Party