

AGREEMENT FOR USE OF AUDITERIA AND GYMNASIUMS

Paulding Exempted Village Schools

INTERNAL USE ONLY

Updated 1/2016

Organization Name _____

Location Requested: Auditoria ___ HS Gym ___ PJHS Gym ___ PE Gym ___ OE Gym ___ Commons ___

Purpose: Banquet ___ Meeting ___ Performance ___ Other _____

Date(s) of Event _____ Time: From _____ to _____

Practice Dates(s) _____ Time: From _____ to _____

Please check each item that will be needed for your event.

- Stage, Microphone #1, Microphone Stands (#), Piano, Microphone #2, PowerPoint/Laptop (& Sound), Chairs (#), Microphone #3, Kitchen, Cafe Tables (#), Microphone #4, Extra Trash Cans, Round Tables (#), Wireless Microphone #1, Musical Microphone #1, Special Lighting, Wireless Microphone #2, Musical Microphone #2, Speaker's Podium, Musical Microphone #3

Will your event require that someone be present to operate sound equipment or lighting equipment?

There are 4 hearing-assisted head-sets available for use by people who may have problems hearing an event. Is this something that you can reasonably foresee a need for?

**** Excessive set up/tear down of facilities may require Organization to assist. ****

This form must be turned in to the building principal and forwarded to the Administration building 2 weeks prior to the event date or no guarantee of the event or personnel will be made!

Organization's Contact Person _____

Address _____

City _____ State _____ Zip _____

Telephone _____

Signature _____ Date _____

Your signature indicates you are accepting the responsibility for the proper use of equipment, conduct of your group, and the payment for any damages of the facility and/or equipment. Any equipment that is used for your event should be secured with a school supervisor of an assigned school employee that is present for your event.

DO NOT WRITE BELOW THIS LINE

- Date Request Received, Approved by Building Principal, Approved by Support Services Supervisor, Final approval date by building principal

- Distribute copies to the following as needed: Principal, Support Services Supervisor, Audio/Visual Specialist, Treasurer/CFO