

# Request to use the Handley High School Auditorium

Name of person or group making the request: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Dates for use - please include any rehearsal times or set up times and dates as well.

Dates:

Times:

Type of Event: Please describe

Please note that each use of the auditorium requires that two tech people be on hand. They are paid \$25.00 each for meetings up to three hours. All day meeting will require an additional \$25.00.

Tech workers will be available 30 minutes before the event.

If no student workers are available, Mr. Murphy will sometimes perform the duties of tech people. In which case it is requested that a donation be made for the same amount to the Drama Fund of Handley High School.

Funding Source: \_\_\_\_\_

Technical Needs:

Projection: \_\_\_\_\_ Yes \_\_\_\_\_ No

Computer: \_\_\_\_\_ Yes \_\_\_\_\_ No

Piano: \_\_\_\_\_ Yes \_\_\_\_\_ No

Microphones: \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, how many?

\_\_\_\_\_ Lapel \_\_\_\_\_ Handheld

Organizations outside Roanoke City Schools who wish to use the auditorium for ANY event which raises money for causes outside of RCS need to be aware that there is a fee for the use of the building. In such cases a deposit of \$500.00 is required and the cost is \$500.00. The deposit is returned when the building is found to be left in the shape it was found.

PLEASE NOTE: Rental / use of the Auditorium does not automatically grant use of the large classroom beneath the auditorium. This must be requested and approved separately and in advance.

Will you be needing the classroom beneath the auditorium? \_\_\_\_\_ Yes \_\_\_\_\_ No