

## Portland Public Schools Auditorium Request Form

**This form should be filled out by the faculty sponsor or group supervisor in addition to the facility request form and submitted to the Auditorium Manager a minimum of 14 days prior to the date(s) in question.**

Title of performance/ Event:		
Date Submitted:		
Type of performance/ Event:	Speaker	Dance
	Music	Theater
	Other (please specify)	
Set-Up Start Time:	Tear-Down End Time:	Doors Open:
Performance Start Time:		
Performance End Time:		
Est. Attendance:		
Date(s) of Rehearsal:	(begin)	(end)
If your event requires several dates for rehearsal, please provide a calendar.		

**When the auditorium is being used, student technicians are generally required. Normally, one student for audio, one student for lighting, and one student stage manager are required.**

### TECHNICAL REQUIREMENTS

Basic sound and lighting is available for all functions free of charge. Basic stage lighting consists of full stage on and full stage lights off and house lights on or off. Basic sound consists of a single stationary wired microphone ONLY. Use of the master lighting and/or sound consoles is restricted to trained, authorized technicians ONLY. If your event requires the use of these and/ or any change whatsoever to the preset sound and lighting, an authorized technician must be retained to provide that service. A service fee will be charged per hour, per technician required. Use of the projection system requires a trained technician. Student technicians earn minimum wage for events OUTSIDE of the school day.

Are you using ONLY basic sound and lighting as described above?

YES/ NO                      Initials: \_\_\_\_\_

Microphone Position (Circle one for Basic Sound):

Stage Left                      Stage Right                      Center Stage

(Positions are determined in terms of a person standing on the stage looking into the audience.)

**Use of the FLY SYSTEM and the MASTER LIGHTING and SOUND CONSOLES are RESTRICTED to AUTHORIZED TECHNICIANS ONLY.**

Please check all that apply:

<p><b>Facility Request Auditorium and Lobby</b></p> <p><input type="checkbox"/> Apron Only (in front of main curtain, 14' deep) <input type="checkbox"/> 1/3 Stage (25' deep) <input type="checkbox"/> 2/3 Stage (36' deep) <input type="checkbox"/> Full Stage (41' deep)</p> <p><input type="checkbox"/> Dressing Rooms <input type="checkbox"/> Makeup Room <input type="checkbox"/> Band Room</p> <p><input type="checkbox"/> Other (please specify)</p>	<p><b>Stage Request (may require the use of a technician)</b></p> <p><input type="checkbox"/> Podium <input type="checkbox"/> Choir Risers (number, up to 5) <input type="checkbox"/> Chairs (number; include sketch of setup) <input type="checkbox"/> Piano <input type="checkbox"/> Music Stands (number) <input type="checkbox"/> Computer <input type="checkbox"/> LCD Projector <input type="checkbox"/> Movie Screen <input type="checkbox"/> Other (please specify)</p>
<p><b>Audio Request (may require the use of a technician)</b></p> <p><input type="checkbox"/> Microphones (number, up to 3) <input type="checkbox"/> CD Player <input type="checkbox"/> Stage Monitor Speakers (number, up to 4) <input type="checkbox"/> Other Items (please specify)</p>	<p><b>Lighting Request (may require the use of 1-2 technicians)</b></p> <p><input type="checkbox"/> DVD Player <input type="checkbox"/> VCR Player <input type="checkbox"/> Follow Spotlight (1 available) <input type="checkbox"/> Other Lighting Needs (please specify)</p>

**If necessary, please attach a brief sketch or written description of the required set-up for the stage area or use the space below.**

## Auditorium Use Guidelines

Please initial that you understand and agree to all provisions. Your request will be denied if this form is not completed.

\_\_\_\_\_ 1. Sponsors or designated contacts must be present at all times individuals are participating in activities in the auditorium. Sponsors are responsible for damages caused by their patrons. It is highly recommended to have someone monitor the entry to prevent food, drinks or candy from entering the auditorium.

\_\_\_\_\_ 2. Auditorium access is limited to the specific areas requested and granted on the facilities request. The scene shop is off limits. Any costs associated with the cleaning, repair or replacement of facilities will be charged to the organization using the auditorium.

\_\_\_\_\_ 3. Any equipment, supplies or tools not specifically requested and approved prior to the activity are prohibited from use. Any costs associated with the cleaning, repair or replacement of equipment, tools and supplies will be charged to the organization using the auditorium.

\_\_\_\_\_ 4. Food, drinks, candy and chewing gum are prohibited in the auditorium.

\_\_\_\_\_ 5. Leave all facilities clean and in order. Stage should be swept of all excess materials after the activity and the dressing rooms or other rooms used should be left clean with all counters having been wiped down and the mirrors cleaned (spray cleaner and paper towels will be provided). Failure to clean any facilities used will result in a \$50 cleaning fee. If you do not use the dressing rooms and/or makeup rooms you will not be required to clean them.

\_\_\_\_\_ 6. Any personal items (such as purses and wallets) left behind after a function will be placed in the PHS lost and found. Scenery, props and costumes left in the auditorium for more than 48 hours after a function will be deemed property of PPS and will be stored or disposed of as needed. PPS is not responsible for any items lost, stolen or damaged during or following use of the auditorium.

I have read the Auditorium Use Guidelines and I agree to abide by all provisions. As a representative of

\_\_\_\_\_  
(name of organization or group requesting use)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Upon submission of this form the PHS Auditorium Coordinator will contact you to arrange a meeting to discuss your needs in greater detail.

If this procedure is not followed **YOUR ORGANIZATION WILL BE CHARGED A \$100 FEE FOR THE REPLACEMENT OR REPROGRAMMING OF THE FACILITIES IN ADDITION TO ANY COSTS ASSOCIATED WITH THE CLEANING, REPAIR, REPROGRAMMING OR REPLACEMENT OF FACILITIES AND/OR EQUIPMENT POST THE COMPLETION OF YOUR EVENT.**