

# Auditorium Use Application

223 School Drive, Taylorsville, North Carolina 28681  
828.632.1366

Name of Rental Group: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Type of Group:  Type I  Type II  Type II – Ticketed  Type III  Type IV

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

Title with Rental Group: \_\_\_\_\_

Contact's Address: \_\_\_\_\_

Contact's Phone: \_\_\_\_\_ Contact's E-Mail: \_\_\_\_\_

Purpose of Use: \_\_\_\_\_

**Please READ Community Use of Facilities Policy Code. Certificate of Insurance will be required at the time of deposit. You can find both documents at:** <https://www.alexander.k12.nc.us/auditorium>

Number of People Expected in Audience \_\_\_\_\_ in Performance \_\_\_\_\_

Date(s) of Use: \_\_\_\_\_ Hours of Use: \_\_\_\_\_

## EQUIPMENT DESIRED

- Ticket Sales
- Follow Spot
- Color Media (Gel)
- Grand Piano (1)

## FACILITIES

- Dressing Rooms
- Storage Area
- Concession Bar
- Cafeteria

## PERSONNEL

- Technical Director
- Stage Hands
- Rigger
- Sound Engineer
- Lighting/Electrician
- Box Office
- Stage Manager
- Ushers
- Security (as determined by staff)
- Maintenance/Site Supervisor
- Housekeeping
- Special Cleaning Fee may be charged for specific events
- Building Supervisor (included in fee)

*In making this request, the undersigned agrees to accept the following conditions and requirements for such intended use:*

1. Application must be accompanied by a \$200 non-refundable application fee and Certificate of Insurance. (Applied toward rental fee.) Make checks payable to: **Alexander County Schools**

2. Balance of rental charges are payable within five (5) business days following the use, or a 10% late fee may apply.
3. User is responsible for damages. Inspection of space before and after use is advised.
4. User shall abide by all policies and guidelines of the Alexander County Schools.

***Reminder: Our facility is located on an alcohol-free, drug-free, and tobacco-free campus. Violators can be arrested and/or asked to leave the premises.***

5. Audience occupancy cannot exceed 949 persons (plus 4 spaces for wheelchairs). Failure to comply will result in legal charges for violation of fire codes.

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