

NMUSD PERFORMING ARTS CENTER

Facility Use Application

Please fill out form and submit when applying to reserve a venue to facilitate technical needs.

Requested Venue(s): School Site

☐ Mainstage ☐ Dressing Room ☐ Black Box (Internal Only) ☐ Green Room

Event Name:			
Submission Date:		Proposed Date of Event	
Permit Number (INTERNAL USE ONLY) :			
Curtain Time:		Time of Access/ First Day:	Vacate By/ Last Day:
Primary Contact Name: _____ Cell: _____ Alternate: _____ Email: _____		Secondary Contact (if available): Name: _____ Cell: _____ Alternate: _____ Email: _____	

Please Provide General Information About Your Event:

Type of Event	☐ Orchestra	☐ Concert	☐ Dance
	☐ Drama/Opera	☐ Public Speaker	☐ Other:
General Event Information Amount of Participants: Age Group of Participants:			
Please provide a brief description of the event, including timeline, lobby setup, and stage setup :			

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STAGE AREAS NEEDED

- | | |
|---|------------------------------|
| ☐ In Front of Main Curtain | (10 or fewer people onstage) |
| ☐ Mid Stage | (11-24 people onstage) |
| ☐ Full Stage | (25 or more people onstage) |

LOBBY NEEDS

- ☐ Selling Concessions?
- ☐ Using Box Office Area?
- ☐ 6' Tables

Quantity Needed _____

STAGING NEEDS

- ☐ Lectern
- ☐ Orchestra Chairs
- ☐ Music Stands
- ☐ Microphone Stands
- ☐ 6' Tables (Onstage or Offstage)

Quantity Needed _____

Quantity Needed _____

Quantity Needed _____

Quantity Needed _____

Quantity Needed _____

LIGHTING NEEDS

- ☐ Basic Lighting
(Basic house & stage lighting using existing house plot. No special focus).
- ☐ Custom Lighting
(Design with more than 5 cues or needing fixture refocusing, requires user's own Lighting Designer).

AUDIO NEEDS

- ☐ Main Sound System
 - ☐ CD Player
 - ☐ Playback Computer
 - ☐ iPod / MP3 Player Connection
 - ☐ Handheld Microphones
 - ☐ Body Microphones
 - ☐ Choir / Area Microphones
 - ☐ Stage Monitor Speakers (for performers to hear themselves)

Quantity Needed _____

Quantity Needed _____

*(user must provide their own elements)

VIDEO NEEDS

- ☐ Video Projector & Screen
- ☐ Does your presentation have audio or video embedded?

ADDITIONAL AV NEEDS & INFORMATION



Please specify what the daily activity plans in the venue will be each day. This will assist with stage preparations and staffing coordination. Please see terminology listed below for clarification purposes.

- [illegible]

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CODE OF CONDUCT

The following rules are final and must be adhered to during the user's stay at the Performing Arts Center (PAC).

- The seating capacity of the venue may not be exceeded by any circumstances.
- Per OC Fire Authority, users must provide a minimum of 2 dedicated ushers for all performances.
- For groups with children under 12 years of age, 1 chaperone adult must be present for every 10 children and abide by the NMUSD **Elementary Main Stage Theatre Use Guidelines**.
- **DO NOT** block fire doors. Exit routes must always be accessible.
- There must always be an adult volunteer in the lobby during an event.
- If food or beverages are provided in the lobby during an event, they are not allowed in the PAC. The only consumable allowed inside the PAC is water.
- If prop weapons are being used for the performance, user must fill out and follow the NMUSD **Stage Weapons Use and Approval Form and Guidelines**.
- Promotional signage for an event can only go up during the allotted time in the space, unless it is agreed upon by the preceding users.
- Users must inform audience members of the emergency exits prior to the beginning of each event.
- Users are required to maintain a reasonable standard of daily cleanliness throughout the facility. (The floors must be clear for vacuuming and mopping, and all trash must be thrown away into trash cans.)
- Users are required to participate in the PAC's cleanup after each performance. Please have volunteers available to collect any discarded items and food debris.
- Users must provide their own technical crew needed to run the event. This includes stage hands, console operators, spot light operators and designers.
- Lighting Designers may refocus fixtures to fit their needs. **NO REHANGING OF FIXTURES IS ALLOWED.**
- Upon the end of the user's stay, if any alterations have been made to the PAC (lighting focus, stuff on stage, etc) it must be returned to the way it was found on day one, unless arrangements have been previously made with the PAC technician.
- Each night, users must be out the doors by the time marked in the reservation. **PLEASE PLAN ACCORDINGLY.**

I _____ agree to follow the code of conduct and will make sure the rules are followed by all members of my party during our time utilizing Newport-Mesa Unified School District's Performing Arts Centers. I understand that any misuse or damage caused to the venue may result in penalty fees or revocation of future use of the venue.

Name: _____

Signature: _____ Date: _____