AUDITORIUM EQUIPMENT REQUEST FORM

When submitting an *Application for Use of Facilities,* please complete this form and turn it in with your request. Attach a diagram of where you would like equipment placed (chairs, tables, etc.)

Please note that rental fees cover only the Auditorium and the lobby area. The standard charge for specialty classrooms (i.e. dressing, tech, music,) will be assessed as needed.

A Security/Prepayment Deposit may be assessed that will either be deducted from the total bill, or refunded if is in working order.

Lighting:	**Fees:**	**Total:**
_____ General House Lighting	N/C	_____
_____ Special area Lighting	$50 per event	_____
_____ Spotlights	$20 per event	_____
Sound:		
_____ Number of Hand-Held Mics	$30 per event (up to 3)	_____
_____ Number of Clip-On Mics	$30 per event (up to 3)	_____
_____ Number of Microphone Stands	N/C	_____
_____ Stage Speakers	N/C	_____
Miscellaneous:		
_____ Number of Podiums	N/C	_____
_____ Number of Tables	N/C	_____
_____ Number of Chairs	N/C	_____
_____ Piano	$25	_____
_____ Grand Piano	$50	_____
_____ Screen	N/C	_____
_____ Pit Cover (Removal/Return)	$75	_____
_____ Marley Floor	$100 per event and 4 hrs employee to lay	NOT AVAILABLE
_____ Technical Student	$20 per hour	_____
_____ Technical Personnel	$35 per hour	_____
_____ Other (Please Specify)	$_____	_____

Additional Equipment Needs:_____

Note: Damage of Loss of Equipment will be assessed as follows:

Shure Wireless Mics	$400 each	Gels (Colors for Stage Lighting)	$15 per sheet
Clip-On Mics	$500 each	Tables	$40 each
Mic Stands	$25 each	Folding Chairs	$15 each
Mic Cords	$20 each	Black Vocal Chairs	$80.00
Marley Floor	$7000	Scrim/Curtain	$4000

ADDITIONAL FEES MAY BE CHARGED DEPENDING ON EQUIPMENT,
SPECIAL PERSONNEL COSTS AND UTILITY USAGE.

Adopted 4/25/2023