

AGREEMENT FOR USE OF AUDITERIA AND GYMNASIUMS

Paulding Exempted Village Schools

INTERNAL USE ONLY

Updated 1/2016

Organization Name \_\_\_\_\_

Location Requested: Auditoria \_\_\_\_\_ HS Gym \_\_\_\_\_ MS Gym \_\_\_\_\_ PE Gym \_\_\_\_\_ OE Gym \_\_\_\_\_

Purpose: Banquet \_\_\_\_\_ Meeting \_\_\_\_\_ Performance \_\_\_\_\_ Other \_\_\_\_\_

Date of Event \_\_\_\_\_ Time: From \_\_\_\_\_ to \_\_\_\_\_

Practice Dates(s) \_\_\_\_\_ Time: From \_\_\_\_\_ to \_\_\_\_\_

Please check each item that will be needed for your event.

- Stage, Piano, Chairs, Cafe Tables, Round Tables, Special Lighting, Speaker's Podium, Handheld Wireless M-phone, Microphone #1-4, Wireless Microphone #1-4, Musical Microphone #1-4, Microphone Stands, PowerPoint/Laptop (& Sound), Kitchen, Extra Trash Cans

Will your event require that someone be present to operate sound equipment or lighting equipment? (Circle if needed).

There are 4 hearing-assisted head-sets available for use by people who may have problems hearing an event. Is this something that you can reasonably foresee a need for? (circle) Yes No

\*\*\*\* Excessive set up/tear down of facilities may require Organization to assist. \*\*\*\*

This form must be turned in to the building principal and forwarded to the Administration building 2 weeks prior to the event date or no guarantee of the event or personnel will be made!

Organization's Contact Person \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_

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

Your signature indicates you are accepting the responsibility for the proper use of equipment, conduct of your group, and the payment for any damages of the facility and/or equipment. Any equipment that is used for your event should be secured with a school supervisor of an assigned school employee that is present for your event.

DO NOT WRITE BELOW THIS LINE

- Date Request Received, Approved by Building Principal, Approved by Support Services Supervisor, Final approval date by building principal

- Distribute copies to the following as needed: Principal, Support Services Supervisor, Audio/Visual Specialist, Treasurer/CFO