

AGREEMENT FOR USE OF AUDITERIA AND EQUIPMENT
Paulding Exempted Village Schools

Organization Name _____

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 | ___ Microphone #1 | ___ CD Player |
| ___ Piano | ___ Microphone #2 | ___ Tape Player |
| ___ Chairs (# _____) | ___ Microphone #3 | ___ PowerPoint/Laptop (& Sound) |
| ___ Cafe Tables (# _____) | ___ Microphone #4 | ___ VCR (& Sound) |
| ___ Round Tables (# _____) | ___ Handheld Wireless M-phone | ___ Musical Microphone #1 |
| ___ Special Lighting | ___ Wireless Microphone #1 | ___ Musical Microphone #2 |
| ___ Speaker's Podium | ___ Wireless Microphone #2 | ___ Musical Microphone #3 |
| ___ Kitchen | ___ Wireless Microphone #3 | ___ Musical Microphone #4 |
| ___ Extra Trash Cans | ___ Wireless Microphone #4 | ___ Microphone Stands |

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

This form must be turned in to the building principal and forwarded to the Administration building 2 weeks prior to the event date!

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.**

If you have requested that someone be present to operate light and sound equipment, 48 hours notice must be given. If you do not provide at least 48 hours notice, we cannot guarantee that coverage will be available.

DO NOT WRITE BELOW THIS LINE

Person assigned to lights _____	Equipment Returned in Same Condition _____
Person Assigned to Sound _____	Missing Equipment _____
Date Request Received _____	Setup Completed By _____
Principal Signature _____	MultiMedia Supervisor _____