

# Auditorium Usage Request Form

Teacher or Organization: \_\_\_\_\_ Todays Date: \_\_\_\_\_

Date(s) & Time(s) of Rehearsal or Show: Date: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

See Attached Memo  
or Letter.

Date: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Equipment Needed: (Check appropriate box or boxes below)

One Microphone and general lighting on stage. (NO TECH CREW)

Power Point Presentation (Laptop, LCD Projector, Screen)

Movie set up Video Cassette (LCD Projector, VCR, Sound, Screen)

Movie set up DVD (LCD Projector, DVD player, Sound, Screen)

Bringing own equipment (Nothing needed from Norland Middle School)

Chairs need on stage: If yes how many: \_\_\_\_\_

Tables needed: If yes how many: \_\_\_\_\_

## Show Set Up:

Number of microphones needed: \_\_\_\_\_

Spot Lights needed:  Yes  No

Light Board for stage lighting:  Yes  No

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Administration Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Placed on the calendar by: \_\_\_\_\_ Date: \_\_\_\_\_

Placed on the WEB calendar by: \_\_\_\_\_ Date: \_\_\_\_\_

Mr. Snowberger Notified reference Show or Computer Equipment: \_\_\_\_\_

**Signature**

Time: \_\_\_\_\_ Date: \_\_\_\_\_

Head Custodian Notified reference cleaning & furniture request: \_\_\_\_\_

**Signature**

Time: \_\_\_\_\_ Date: \_\_\_\_\_