



# North Kingstown High School Auditorium Technical Request Form

NKHS Facilities Coordinator: 401-268-6239

Today's Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Main Contact: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Event Date(s):


Setup Time(s)\*: \_\_\_\_\_

Event Time(s)\*: \_\_\_\_\_

\* Fill each columns time to match above corresponding date

Billing Address: \_\_\_\_\_

All of the above fields are required. The shows main contact must be reachable.

## Event Type (Check All That Apply)

Choir/Chorus: \_\_\_\_ Conference: \_\_\_\_ Lecture: \_\_\_\_ Variety: \_\_\_\_ Orchestra: \_\_\_\_ Theatre: \_\_\_\_

Other (Describe): \_\_\_\_\_

## Audio (Check All That Apply)

Wired Microphones: \_\_\_\_ Qty: \_\_\_\_

Lavalier Microphones: \_\_\_\_ Qty: \_\_\_\_

Wireless Microphones: \_\_\_\_ Qty: \_\_\_\_

Laptop Audio: \_\_\_\_

## Lighting

House Lights: \_\_\_\_

Stage Lights: \_\_\_\_

## Video

Projector: \_\_\_\_

## Additional Info

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- The Technical Director will determine what technicians are necessary to complete the approved tasks.
- No outside equipment may be used in conjunction with the facility’s equipment without prior consent from the Technical Director. Any rental contracts with outside vendors, provided through the school, will require the use of a school technician.
- Fees for use of any equipment, school affiliated or not, may be charged of any organization, however labor rates are standard.
- Under no circumstances will any technician perform a task or setup equipment in an unsafe manner. Safety rules apply in all situations.
- Any setup of auditorium, or rented equipment, must be approved by the North Kingstown Fire Marshal. Fire extinguishers, pull stations, water hose cabinets, and exits must have clear access at ALL TIMES. Any scenery constructed of lumber must be fire retardant, and proof of such may be required upon load-in. Per Rhode Island State Fire Code, announcements denoting fire exits must be made to all audiences prior to any performance. For any performance containing a break or intermission, an announcement must be made prior to the start of each act. A generic announcement is available, and the Technical Director reserves the right to play it prior to any performance. Technicians will, under no circumstances violate Rhode Island State Fire Code and its clauses for the benefit of a sponsoring organization.
- The quality of any sound devices such as Compact Discs and mp3 players are liable of the sponsoring organization, and a sound check in advance is recommended.
- Any “cueing” will fall under the responsibility and time frame of the renting organization.
- In the event of a cancellation of a performance, it is the responsibility of the sponsoring organization to incur any costs for outside equipment rentals, provided it is too late to cancel the agreement.
- Any damage to any school, education, or performance equipment or property will be billed directly to the organization in their final technical use invoice. Any organization damages to equipment or property is the responsibility of the sponsoring organization.
- Labor charges and equipment rentals will be billed to the sponsoring address listed, and payment will be due within 2 weeks after the event has been completed.
- **NO auditorium equipment whatsoever is to be removed from the auditorium at any time during the rental period.**
- **All technical requests must be submitted to the facility Technical Director at least two weeks prior to the event.**
- **THIS FORM IS NOT A SUBSTITUE FOR “APPLICATION FOR USE OF BUILDING”**

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Organization Representative Signature

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DATE

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NKSD Approval Signature

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DATE