

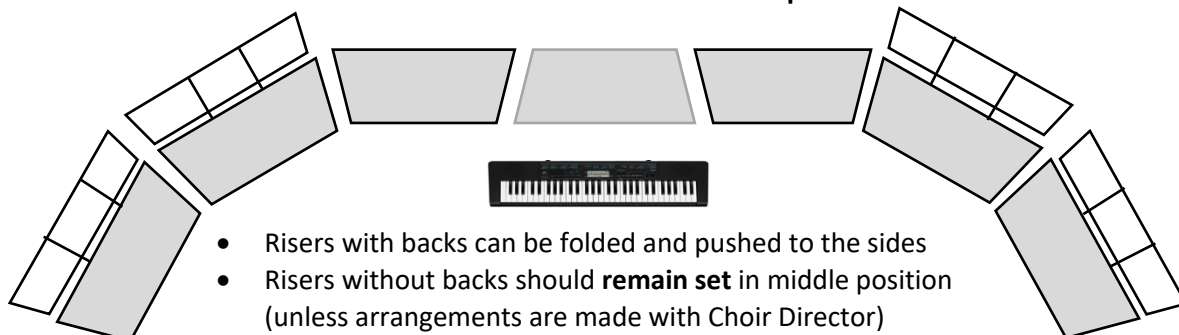
Midd-West High School Auditorium Request Form

This form should be filled out by the faculty or group supervisor IN ADDITION to the facility request form, and submitted to the Auditorium Manager a minimum of 14 days prior to the date(s) in question

Title of Event:		
Individual Responsible:	Email:	
Date(s) of Event:	Event Start Time:	Event End Time:
Requested set-up START time:		Estimated tear-down END time:

<p style="text-align: center;"><u>Pit Request</u> <i>(please select 1)</i></p> <p>During the school year, the space in front of the stage (the “pit”) is to <i>remain set-up</i> for daily choir rehearsals. If the risers or piano are moved for an auditorium event, the space must be returned to its Default Set-Up as pictured below.</p> <p> <input type="checkbox"/> All risers in the pit can remain where they are <input type="checkbox"/> Outside risers (with backs) need to be moved <input type="checkbox"/> All risers in the pit will need to be cleared* </p> <p><small>*ADVANCE NOTICE and arrangements must be made with the H.S. Choir Director if you need the pit cleared</small></p>	<p style="text-align: center;"><u>Equipment Request</u> <i>(check any that apply)</i></p> <p> <input type="checkbox"/> Podium <input type="checkbox"/> Choir Risers <input type="checkbox"/> Piano <input type="checkbox"/> Tables(number_____) <input type="checkbox"/> Chairs.....(number_____) <input type="checkbox"/> Music Stands.... (number_____) </p>
<p style="text-align: center;"><u>Audio/Video Request</u> <i>(check any that apply)</i></p> <p> <input type="checkbox"/> Hand-held Wireless Microphones...(number_____) <input type="checkbox"/> Lapel Wireless Microphones.....(number_____) <input type="checkbox"/> Video/Computer Screen Projector* <input type="checkbox"/> Auxiliary Audio Input (Stereo jack) <input type="checkbox"/> CD Player <input type="checkbox"/> DVD Player </p> <p><small>*If known, please specify computer model/video input jack type:</small></p> <p>_____</p>	<p style="text-align: center;"><u>Lighting Request</u> <i>(please select 1)</i></p> <p> <input type="checkbox"/> Front Stage (9’ – front of stage to blue curtain) <input type="checkbox"/> 1/2 Stage (16’ – front of stage to black curtain) <input type="checkbox"/> Full Stage (28’ – all the way back to wall) <input type="checkbox"/> Spotlights, lighting changes, and/or special lighting cues are needed for this event* </p> <div style="border: 1px dashed black; padding: 5px; margin-top: 10px;"> <p><small>*Must make special arrangements with a district employee</small></p> </div>

Default “Pit” Set-Up



Rules Concerning Use of the Auditorium and Surrounding Facilities

1. It is understood that arts education use is the first priority of these facilities, including choir/band rehearsals, play/musical productions. Therefore, all facilities will be left in the exact condition which preceded your use. ***All student and/or teacher products, materials, equipment will not be disturbed.***
2. An *Auditorium Request Form* should be filled out for every Auditorium event; be it a meeting, rehearsal or performance. The exception to this is MWHS choir/band and play/musical productions. For multiple rehearsals, attach a calendar with all dates and times.
3. *Only authorized persons* will be allowed in the technical/sound booth.
4. ***Any and all changes to lighting and sound systems must be authorized and approved by the Auditorium Manager.*** Directors of the Fall Play, Spring Musical, Choral Concerts, or Band Concerts should notify the Auditorium Manager of any changes made to these systems.
5. Props, set pieces, and costumes housed at the school belong to the drama programs and may not be used without written *permission of the Drama Director*.
6. ***No food or drink*** is allowed in the auditorium, dressing rooms, or technical booth. Water in a closed bottle may be used in the dressing rooms.
7. The contact person on this request form is ***required to coordinate a clean up of the auditorium, the stage, and the backstage areas*** at the conclusion of the event. Any items left in these areas after 48 hours will be removed and placed in the High School lost and found.