

Wagoner Performing Arts Center

300 Bulldog Circle

Wagoner, OK 74467

(918) 485-4448

District Usage Agreement Application

ALL APPLICATIONS MUST BE SUBMITTED AT LEAST 30 DAYS IN ADVANCE

School, Organization or Person _____

Date(s) _____ 20____ Doors Open _____ Start Time _____ End Time _____
(Please list additional dates and times on separate sheet of paper and attach to your application)

Reason of Use: _____ Estimated Attendance _____

Principal _____ Signature of Approval of Dates _____
Principal/Administrator

Administrator in attendance of program _____.

Contact information of the person in charge and **Present At All Times:**

Name _____ Email _____

School # _____ Cell # _____

In order to adequately supervise students, the person in charge of the assembly should arrive 30 minutes prior to doors opening and the arrival of participants.

Rooms/Needs Within the Facility

_____ Auditorium _____ Ticket Booth _____ Classroom 1 or 2 _____ Concession

_____ Band Room _____ Hallway _____ Dressing Room 1 or 2 _____ Restrooms

_____ Risers _____ Podium

The applicant has read the "Use of District Facilities" regulations and will comply with and be bound by the regulations of the School District.

Print Name _____ Signature _____ Date _____

Approved by _____
Superintendent/Designee

Date _____

TECHNOLOGY PLANNING FORM

SPECIAL EVENTS/PRESENTATIONS

Event Date: _____ Event Location (Building and Room) _____

Event Start Time: _____ Event End Time: _____

Brief description of event/presentation: _____

Equipment Requested:

____ Computer PC _____ Mac _____
____ Projector/Screen Connectors Needed _____
____ Sound System
____ Cd/DVD Player DVD _____ Blue Ray DVD _____
____ Microphone(s) Hand Held # _____ Lapel # _____ Stand # _____
____ Internet Connection
____ Apple TV
____ Other Items _____

Presenter Will Bring:

Laptop PC _____ or Mac _____ Mac or VGA adapter _____

Presenter will require WiFi access for laptop Yes/No

Portable usb drive with files _____

CD with files _____

File types to be opened _____

DVD: Yes/No

Ipad VGA adapter needed Yes/No

Auditorium Usage:

Auditorium and Stage are used daily for rehearsals.

Start time of an event will need to allow an appropriate amount of time following any rehearsals to account for student seating and/or stage setup.

Auditorium stage needed for presentation? Yes/No If Yes explain _____

Special lighting/sound requests? Yes/NO If Yes explain _____

Other needs not identified _____

Other Needs:

Assistance required? _____