

## 1003.3E2 GHS & West Auditorium Facility Usage Request Sheet

Group/Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Date(s) and Time(s) of Auditorium Usage: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Practice/Rehearsal Time: \_\_\_\_\_

Doors Opening/ Closing: \_\_\_\_\_

Please check all that you will need for your presentation/production:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Lights              | <input type="checkbox"/> Sound          | <input type="checkbox"/> Microphone #__ |
| <input type="checkbox"/> Podium              | <input type="checkbox"/> Pre-Show Music | <input type="checkbox"/> Curtains       |
| <input type="checkbox"/> Scenery             | <input type="checkbox"/> Sound Effects  | <input type="checkbox"/> Box Office     |
| <input type="checkbox"/> Ushers              | <input type="checkbox"/> Sound Shells   | <input type="checkbox"/> Risers #_____  |
| <input type="checkbox"/> Music Stands #_____ | <input type="checkbox"/> Dressing Room  | <input type="checkbox"/> Videotaping    |

Please be aware that the GHS & West Auditorium does not have a fly system OR Spot Lights.

Fees: (reference – Board Policy 1004.3)

\_\_\_\_\_ \$35 / hour for Custodian

\_\_\_\_\_ \$35 / hour for set-up & teardown

\_\_\_\_\_ \$30 / hour for each cook needed (must be used when kitchen is open)

\_\_\_\_\_ \$30 / hour HS Auditorium (Nonprofit)(4 hr min)

\_\_\_\_\_ \$60/hour HS (Profit - 4 hr min)

\_\_\_\_\_ \$20 / hour West Aud. (Non-profit)(4 hr min)

\_\_\_\_\_ \$50/hour West (Profit -4 hr min)

\_\_\_\_\_ \$50 for use of West kitchen (less than 4 hours)

\_\_\_\_\_ \$100 for HS kitchen (4 hours plus)

\_\_\_\_\_ \$70 for opening and closing

\_\_\_\_\_ \$35 for use of a room or cafeteria

**\_\_\_\_\_ TOTAL AMOUNT**

\*Reviewed: 11/09/15

\*Revised: 09/12/16

\*Revised: 09/14/20