

AUDITORIUM EQUIPMENT REQUEST FORM

When submitting an *Application for Use of Facilities*, please complete this form and turn in with your request. Attach a diagram of where you would like equipment placed. (chairs, tables, etc.)

Please note that rental fees cover **ONLY** the Auditorium and the lobby area. The standard charge for specialty classrooms (i.e. dressing, tech, music) will be assessed as needed.

A Security/Prepayment Deposit may be assessed that will either be deducted from the total bill, or refunded if equipment is in working order.

Lighting:	Fees:	Total:
<input type="checkbox"/> General House/Stage Lighting	N/C	
<input type="checkbox"/> Specific Area Lighting	\$50 per event	_____
<input type="checkbox"/> Spotlights	\$20 per event	_____
 Sound:		
<input type="checkbox"/> Number of Hand-Held Mics	\$30 per event (up to 3)	_____
<input type="checkbox"/> Number of Clip-On Mics	\$30 per event (up to 3)	_____
<input type="checkbox"/> Number of Stands	N/C	
<input type="checkbox"/> Stage Speakers	N/C	
 Miscellaneous:		
<input type="checkbox"/> Number of Podiums	N/C	
<input type="checkbox"/> Number of Tables	N/C	
<input type="checkbox"/> Piano	\$25	_____
<input type="checkbox"/> Grand Piano	\$50	_____
<input type="checkbox"/> Screen	N/C	_____
<input type="checkbox"/> Number of Chairs	N/C	_____
<input type="checkbox"/> Pit Cover Removal/Return)	\$75	_____
<input type="checkbox"/> Other (Please Specify)	\$ _____	_____
<input type="checkbox"/> Technical Student	\$13/hour	_____
<input type="checkbox"/> Technical Personnel	\$35 per hour	_____
<input type="checkbox"/> Marley Floor	\$100 per event plus 4 hours employee to lay	_____
GRAND TOTAL		_____

Additional Equipment Needs: _____

NOTE: Damage or Loss of Equipment will be assessed as follows:

Shure Wireless Mics	\$400 each	Gels (Colors for Stage Lighting)	\$15 per Sheet
Clip-on Mics	\$500 each	Tables	\$40 each
Mic Stands	\$25 each	Folding Chairs	\$15 each
Mic Cords	\$20 each	Black Vocal Chairs	\$80 each
Marley Floor	\$7000	Scrim/Curtain	\$4000.00

**ADDITIONAL FEES MAY BE CHARGED DEPENDING ON EQUIPMENT,
SPECIAL PERSONNEL COSTS AND UTILITY USAGE.**