

**Elk Rapids Schools
707 E. Third St.
Elk Rapids, MI 49629**

Application to use the Elk Rapids Schools Auditorium

Date of Application _____

Name of Organization _____

Profit or Non-Profit Organization _____ Federal Non-Profit ID# _____

Name of Responsible Individual _____

Mailing Address _____

Daytime Phone # _____ Evening Phone # _____

Dates Requested:

Check one:

Time:

1. _____ presentation or _____ rehearsal from _____ to _____

2. _____ presentation or _____ rehearsal from _____ to _____

3. _____ presentation or _____ rehearsal from _____ to _____

A school custodian/supervisor will be provided for the above dates and times at a rate of \$25.00 per hour, and a school approved sound/light technician will be provided when needed at a rate of \$15.00 per hour.

Please write a brief description of the program you wish to present:

Will you charge admission to this event? _____no _____yes (how much? \$_____)

Please check all that apply:

_____ This organization does not need to use any special equipment. We do not need to use the stage, nor do we need any sound equipment, including microphones, or theatrical lighting. By checking this option, we understand that we can use only the floor of the auditorium seating area, the stage in front of the main curtain, and the regular house lights. (Simple items such as an overhead projector, a speaker's lectern, tables, and a projector screen are available, if needed.)

This organization needs to use the following:

_____ Stage

_____ in front of the main curtain (apron)

_____ front half

_____ full

_____ Sound System

_____ corded microphones (how many? _____)

_____ wireless microphones (how many? _____)

_____ CD Player

_____ DVD/VCR

Projector
 cassette deck
 stage monitor speakers

Speaker's lectern
 Grand Piano (on approval only)

Studio Piano
 music stands (number)
 chairs (number)
 music stand lights (number)

conductor's podium
 acoustical stage shell
 acoustical stage ceiling panels
 choral risers (at additional cost)

theatrical lighting
 only the stage area in front of main curtain (catwalk lights only)
 entire stage area (all stage and catwalk lights)
 single set-up (on-off only)
 multiple changes (configurations for more than one set-up)

Back Stage Areas

Band room (purpose:)
 Storage room (purpose:)
 Practice rooms (purpose:)
 Dressing rooms (purpose:)

Ushers will need to be provided

One of the following must be checked:

Please provide certified technician(s)
 Sponsoring Organization will provide certified technician(s)
Technician Name
Technician Phone No.
 No Technician Required

I have read, understand and accept the policies regarding the use of the Elk Rapids Schools Auditorium and accept full responsibility as an official representative of:

Signature Date

FOR OFFICE USE ONLY:

Priority Classification:

Approved

Not Approved _____ (Reason: _____)

Fees Assessed:

Custodian: _____ hours @ \$ _____ per hour for a total cost of \$ _____

Technician: _____ hours @ \$ _____ per hour for a total cost of \$ _____

Supervisor: _____ hours @ \$ _____ per hour for a total cost of \$ _____

Rental Fee: _____ days @ \$ _____ per day for a total cost of \$ _____

Piano use Fee: _____ events @ \$ _____ per event for a total cost of \$ _____

Piano Tuning Fee:

20% Gross Enhancement Assessment: _____yes _____no amount \$ _____

Total Fees Assessed \$ _____