

THEATER USE FORM
For TEMS and Community Events
(After 3PM Mon – Fri and Weekends)

Organization: _____

Contact Person: _____

Phone # _____ E-Mail: _____

Describe event that will take place: _____

Date(s) and time(s) of theater use: _____

Rehearsal date and time(s) if needed: _____

EQUIPMENT USE

AUDITORIUM LIGHTING:

___ GENERAL HOUSE LIGHTS (NO TECHNICIAN REQUIRED)

___ STAGE LIGHTING (PAID LIGHTING TECHNICIAN REQUIRED) *

SOUND EQUIPMENT:

___ PODIUM MICROPHONE AND LECTURN (NO TECHICIAN REQUIRED)

___ MICROPHONES THROUGH SOUND SYSTEM (PAID SOUND TECHNICIAN
REQUIRED) **

TWO (2) MICROPHONES WILL BE PROVIDED-ADDITIONAL MICROPHONES ARE
AVAILABLE AT A COST OF \$10 EACH.

___ ADDITIONAL MICROPHONES NEEDED-HOW MANY _____ ***

___ MONITOR SPEAKERS (2)

___ CD PLAYER NEEDED

___ HANGING STAGE MICS- ON/OFF (circle one) (PAID TECHNICIAN REQUIRED)

PLEASE CHECK OTHER ITEMS THAT YOUR GROUP :

___ ELECTRIC PIANO (\$50)

___ PERSONAL HEARING DEVICES FOR HEARING IMPAIRED

___ CHORAL RISERS - HOW MANY? _____ (PAID TECHICIAN REQUIRED)

___ MUSIC STANDS - HOW MANY? _____ (PAID TECHICIAN REQUIRED)

___ MUSIC CHAIRS - HOW MANY? _____ (PAID TECHICIAN REQUIRED)

***The lighting technician works a 4 hour minimum using simple lighting cues, no color. This technician does not assist with sound. If assistance is needed for rehearsal or a meeting is necessary, there will be a fee for the time worked by this technician.**

****The sound technician works a 4 hour minimum. This technician does not assist with lights. If assistance is needed for a rehearsal or a meeting is necessary, there will be a fee for the time worked by this technician.**

*****10 microphone limit**

NO USE OF EQUIPMENT IS ALLOWED WITHOUT ONE OF OUR TECHNICIANS PRESENT AT YOUR EVENT. THIS FORM MUST BE FILLED OUT AND RETURNED WITH YOUR APPLICATION.

YOUR REQUEST HAS BEEN: *APPROVED* *DENIED*

SOUND TECHNICIAN ASSIGNED: _____

LIGHT TECHNICIAN ASSIGNED: _____

MUSIC DEPARTMENT APPROVAL FOR EQUIPMENT REQUESTED FOR EVENT:

I, _____, have read and agreed to the terms listed on this document. I understand that my event could require two technicians-one for sound and one for lighting which constitutes an hourly fee for each technician for a minimum of 4 hours each and there will be a fee for rehearsal time if technical assistance is requested.

Date _____