

All requests must be submitted 14 days prior to event date.

**Alverson Center of Performing Arts & J.H. Auditorium Facility Use Request**  
 Fowlerville Community Schools  
 Theatre Manager, Kim Sergent • (517)223-6157

INTERNAL USE ONLY

Person in charge of event: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Title of Event: \_\_\_\_\_  Performing Arts Center  J.H. Auditorium

**Event Information**

Expected no. of persons attending event: \_\_\_\_\_ Is there a charge for admission? **Y N**

**Event dates & times – Including setup & cleanup:**

Date Neede	Day of Week	Arrive time	Event begin & end time	Leave building	Brief Activity Description
			to		
			to		
			to		
			to		

**Additional Room Needs:**

- Band Room\*  Dressing/Makeup Rooms  Scene Shop  Lobby
- Music Room  Concessions area  Ticket booth  \_\_\_\_\_

**Staging Needs:**

- Acoustical Shell  Choral Risers / qty: \_\_\_\_\_\*  Lecturn\*  DVD\*
- Projector\*  Chairs / qty: \_\_\_\_\_\*  Computer\*  VCR\*
- Tables / qty: \_\_\_\_\_\*  Headsets / qty: \_\_\_\_\_  Anything hung from battens / qty: \_\_\_\_\_  Piano\*
- Wireless handheld microphones / qty: \_\_\_\_\_  Wireless lavalier microphones / qty: \_\_\_\_\_\*

**These facilities may not have choral risers or tables. If you need either, put in a Maintenance request 14 days prior to your event. If maintenance will be setting up, send a diagram of your requested set up. (See back)**

**Theatre Lighting Needs:**

- General lighting (lecture style)\*
- General stage lighting\*
- Special lighting design (coordinate w/ manager)\*
- Follow spots / qty: \_\_\_\_\_\*

**House Needs:**

- Orchestra pit: UP DOWN
- Balcony (audiences over 550 only)
- Other: \_\_\_\_\_

**Exterior Lighting Needs:**

- Lobby: Time On \_\_\_\_\_
- Parking Lots \_\_\_\_\_

**Lobby Needs:**

- Tables / qty: \_\_\_\_\_\*
- Chairs / qty: \_\_\_\_\_\*

\*Items available in the JH Auditorium are marked with an \*

**Maintenance:**

**Do you need a custodian specifically assigned to your event:\*** (final determination will be made by administration)

- Before event  During event  After event  Rehearsals only  Performances only

**PLEASE READ AND SIGN THE REVERSE SIDE OF THIS FORM.**

<b>OFFICE USE ONLY:</b>	
Custodial/Maintenance Staffing Time: _____	Theatre Mgr. _____
Comments: _____	Bldg. Admin. _____
_____	Maintenance _____
_____	Dynacal _____
_____	Cmail _____

1. All requests for use of the ACPA & JH Aud. must be made 14 days in advance of the event.
2. Please fill out appropriate facility use request form completely. A form is specifically designated for the ACPA and should be returned directly to the theatre manager's mailbox in the HS Main Office via in-district mail.
3. All facility time, labor, and equipment required for the event must be identified on the application for use agreement. Last minute requests may not be possible.
4. Please notify the theatre manager of any changes to any information on the form immediately. Last minute changes of equipment/room needs or rehearsal/performance times may not be accommodated.
5. The group must provide ushers for each performance; 2 for the ground floor and 4 for the balcony when in use. One usher should be designated the House Manager and will be in charge of handicap seating, hearing impaired devices, clearing the lobby at show time and notifying the theatre manager of any problems.
6. The group will be responsible for providing adequate chaperones for participants backstage. At least one person must be assigned to any additional rooms you are using as well.
7. If you need risers, tables, a lift, or 50+ chairs, you need to put in a maintenance request for exactly what you need 14 days in advance of your first performance. Please indicate if you or your students will be setting up. If needed, please also fax a diagram of your set up to 223-6132, Attn: Krista Belcher.
8. No construction will be permitted in the ACPA area. All scenery shall arrive intact and ready for assembly during a pre-scheduled load-in time. The group will be responsible for the removal of all scenery items.
9. Food and drink of any kind are prohibited in the PAC stage, house, and seating areas.
10. The user organization shall follow all fire code regulations pertaining to the use of the facilities.
11. All Technicians will be provided by the district. Additional people in booth must be approved by theatre manager.
12. Items belonging to the user or those associated with the event cannot be stored on district property without prior written consent of theatre manager. The facility must be returned to its original state by user.
13. The group using the facility must accept responsibility and liability for any damage or loss to district equipment that occurs while it is in their use. Where rules so specify, no item of equipment may be used except by a qualified operator.
14. Users shall be liable financially for damage to the facilities and for proper chaperonage.
15. Decorations must be fire-proof and shall be erected and taken down in a manner not destructive to district property. Decorations are subject to pre-approval of the district in accordance with school safety standards. No items shall be attached to the physical structure. No items or hardware shall be affixed to the stage floor or facility areas. Nothing shall be attached to any of the stage curtains.
16. You can help the public and the students understand the appropriate behavior at a performance by including a small list of things for them to keep in mind in the program. For a digital copy of suggestions, email the theatre manager at [kohlsmithk@fowlervilleschools.org](mailto:kohlsmithk@fowlervilleschools.org)
17. Audience members (ie. Parents) should be made aware of the following when possible before the event:
  - a. Which doors will be unlocked for child drop-off & where are the students expected to be?
  - b. What time is child drop-off?
  - c. Where should they park? (hallway doors from one end of the building to the other are often locked)
  - d. The doors to the seating area generally open ½ hour prior to show time.
  - e. The balcony is opened only on an as needed basis.
  - f. Remind parents to prevent children in the audience from: jumping off the stage or on seats, hanging on railings, or going on to the stage area.
18. Responsibility for enforcement of rules and regulations concerning use of ACPA or JH Auditorium rests with the group, and any infractions of the above regulations may be grounds for refusing to grant subsequent requests and/or for immediately discontinuing the use that has been granted.

I have read and am aware of all conditions pertaining to the use of the ACPA & JH Auditorium and I agree to abide by all policies and contract agreements listed above. I agree to enforce all applicable policies.

\_\_\_\_\_  
Signature of User

\_\_\_\_\_  
Date

**Return completed form to Kim Sergent's mail box in the High School Main Office. This is only an application and the applicant is not entitled to use the facility and equipment until this application has been approved with all necessary signatures. The person listed on this form will be contacted via email when event is approved.**