

ECA

**HIGH SCHOOL AUDITORIUM USAGE Questionnaire**

Organization \_\_\_\_\_

DATE \_\_\_\_\_ TIME \_\_\_\_\_

**Beginning**

**Ending**

**Have you obtained a rental permit from the Board of Education?**

\_\_\_yes \_\_\_no

**Equipment NEEDS:**

Will you need the use of the stage? \_\_\_yes \_\_\_no

If no, is equipment to be set up

\_\_\_in front of curtain

\_\_\_on auditorium floor

School staffs ONLY are permitted to operate the sound and light system.

Will you need stage lighting? \_\_\_yes \_\_\_no

What are your lighting needs?

\_\_\_\_\_

Do you need spotlights? \_\_\_yes \_\_\_no

Will you need the sound system? \_\_\_yes \_\_\_no

What are your sound needs?

What curtains and props are needed?

Any special requests for additional equipment?

**NO FOOD OR DRINK allowed in Auditorium.**

**NO FOOD OR DRINK allowed in the lobby of Auditorium.**

**NOTE:**

Immediately preceding and immediately following rental of such contract, a walk through will be conducted with an appointed staff person.

**ECA**

**HIGH SCHOOL AUDITORIUM Condition**

**Organization** \_\_\_\_\_

**DATE** \_\_\_\_\_

**TIME** \_\_\_\_\_

**Beginning**

**Ending**

Condition of prior walk thru \_\_\_\_\_

\_\_\_\_\_  
**Staff Signature**

\_\_\_\_\_  
**Customer Signature**

Condition of final walk thru \_\_\_\_\_

\_\_\_\_\_  
**Staff Signature**

\_\_\_\_\_  
**Customer Signature**

Adoption Date: February 12, 2002