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: General House/Stage Lighting Specific Area Lighting	\$50 per event	Total:
Spotlights	\$20 per event	·
Sound: Number of Hand-Held Mics Number of Clip-On Mics Number of Stands Stage Speakers	\$30 per event (up to 3) \$30 per event (up to 3) N/C N/C	
Miscellaneous: Number of Podiums Number of Tables Piano Grand Piano Screen Number of Chairs Pit Cover Removal/Return) Other (Please Specify) Technical Student Technical Personnel	N/C \$25 \$50 N/C N/C \$75 \$ \$13/hour \$35 per hour	