



Facility Use Request Form

Please check only one: District Non-profit Educational Other Non-Profit Commercial

Event _____

Sponsoring Organization _____

Address _____ City _____ Zip _____

Contact Person _____ Phone _____

Expected per performance _____ Email _____ Fax _____

***All individuals and organizations should use this form for request. Please use a separate form for each event. For additional performances and/or rehearsals please attach an additional form.**

Performance or Rehearsal	Date mm/dd/yyyy	Arrival Time	Curtain Time	Ending Time	Departure Time

Facilities Needed (Check all that are required)

<input type="checkbox"/> Main Theatre	<input type="checkbox"/> Make Up Room	<input type="checkbox"/> Loading Door	<input type="checkbox"/> Lobby
<input type="checkbox"/> Black Box Theatre	<input type="checkbox"/> Dressing Rooms	<input type="checkbox"/> VIP Dressing Room	<input type="checkbox"/> Set Shop

Equipment Rental (Please enter TOTAL number items needed for each category. Refer to rate sheet for prices.)

<input type="checkbox"/> Electronic Piano	<input type="checkbox"/> Grand Piano	<input type="checkbox"/> Music Stands	<input type="checkbox"/> Follow Spot
<input type="checkbox"/> Choral Risers	<input type="checkbox"/> Choir Shell	<input type="checkbox"/> Microphone w/stand	<input type="checkbox"/> Lectern w/microphone
<input type="checkbox"/> Cordless Microphone	<input type="checkbox"/> Digital Projector	<input type="checkbox"/> Projection Screen	<input type="checkbox"/> Lapel microphone

Technicians for Hire (Only VBDFAC certified personnel may operate equipment)

<input type="checkbox"/> Sound Operator	<input type="checkbox"/> Light Operator	<input type="checkbox"/> Follow Spot Operator	<input type="checkbox"/> Stage Grip	<input type="checkbox"/> Ushers
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Please Complete the following by answers of Yes or No:

Will merchandise be sold?	Will Flames or weapons be Used ?	Will admission be charged?	Will tickets be sold in the VBDFAC box office or online ?
Will sound be used ?	Will pre-recorded sound be Used?	Are special lighting effects Needed ?	Ticket pricing: Orchestra/and or Balcony

I, the undersigned, do affirm that I have read the regulations pertaining to the use of the VBDFAC facilities, and hereby agree to comply with the rules and regulations of the Van Buren School District governing the use of said facilities outlined in the use manual and further agree to be responsible for any damages that may occur to the facilities during such use. I understand that any charges are to be paid in advance or upon presentation of an invoice. Additionally, I understand any special services or accommodations required by Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (including all associated amendments) for any participants, officials, spectators, workers, volunteers, and employees of the lessee will be the full responsibility of the lessee.

Signature _____ Date _____ Total Fee _____

Accepted Accepted as Amended Declined _____
Signature VBDFAC Executive Director