

AUDITORIUM REQUEST FORM

Name of person making request: _____

Name of group to be using the auditorium: _____

Name of person who will be responsible for the condition of the auditorium and equipment:

Dates(s) and Time(s) needed: _____

Describe the activity to be conducted in the auditorium (meeting, concert, etc.)

Equipment needed for this event:

Item	Quantity Needed	Item	Quantity Needed
Microphone		Wireless Microphone	
Microphone Stand		Floor Monitors	
Intercom Set		Direct Box	
Piano		Projector Screen	
Projector		Folding Tables	
Folding Chairs		Acoustical Shell	
Choral Risers			

Other equipment needed: _____

All equipment will be returned to its proper storage area, all doors will be locked, and all lights and heating cooling systems will be turned off at the completion of this activity.

Date: _____
Signature of Person Making Request

Date: _____
Principal Signature

Date: _____
Superintendent Signature

**** Due to COVID-19, the Superintendent will approve all activities in the Auditorium.**



Facility Rental Agreement

Below is a list of rules that must be followed in order to use Drew Central facilities. Failure to comply with these rules will result in possible ban from renting school facilities and possible loss of rental deposit.

- **No food or drinks are allowed** inside the auditorium
- No tape or glitter can be used on the stage
- Volume must be kept at a minimum
- No alcohol or drugs are allowed on campus
- No lewd or obscene behavior
- No weapons are allowed
- No confetti can be used in or outside the facilities
- The party is responsible for the actions of their guests and hired services.
- Reservations that consist of minors (under 18 years of age) must provide adult supervision at all times with no less than one chaperone per twelve minors present during use of school facilities.
- The use of candles, open flames and smoke/fog machines are not permitted.
- Only service animals are permitted in the facility.
- If there is any damage to the facility, displays, exhibits or any of the buildings contents during the rental period, the renter shall be required to pay for all necessary repairs or replacement. This includes any damage to the technical equipment when operated by anyone other than staff members.
- Rental checklist must be returned signed to administration

I the hereby accept and agree to the rules provided by Drew Central School District.

Resident/Responsible Party Signature

Print Name



POST-EVENT INSPECTION CHECKLIST

This checklist is **required** upon termination of any event or reservation, prior to departure. Any concerns should be submitted in writing to Administration no later than 48 hours after the event, but in all cases this list must be signed to acknowledge the inspection.

Date of Event: _____

Initial each item to indicate the task has been completed (as applicable) for the area/ room(s) reserved:

CLEAN

Pick up excess debris from floors/area used by your party.

Bag all trash & dispose of it in the dumpster located in the rear of the parking lot and behind the facility.

Sweep the floors and remove large debris/trash from carpet.

Check for any stains, spills or excessive debris. (i.e. Glitter, crumbs etc.)

REMOVE

Remove all balloons and decorations. Nothing, including tape, shall be left on the walls, windows, hanging, etc.

Remove all personal belongings from the facilities.

TURNOFF

Ensure all lights are turned off

Ensure all doors and windows are locked as appropriate.

AV Equipment (including projector, microphones, etc.) are turned off as appropriate via remote control or appropriate means.

OTHER (Yes or No)

Did the event end on time as specified in the rental agreement? *Time specified in rental agreement:* _____

Were keys returned?

Are restrooms, parking lots, and any other areas accessed by the guests intact and free of debris?

Has all furniture been returned to its original location and position?

Are all audio-visual equipment belonging to Drew Central School District intact and functional?

Did guests stay within the designated rental areas?

Were the responsible party and guests cooperative with requests or direction from staff, including pre-event requirements?

Were there observances of loud noises or of disruptive behavior?

Was there any sign of any smoking?

Staff Comments (if any):

Resident Comments (if any):

This inspection was completed at the end of the event indicated above. All relevant observations and documentation has been made, including photos if necessary. Management contacts are available for residents desiring to share additional comments.

Staff Member Signature

Print Name

Resident/Responsible Party Signature

Print Name

NOTE: We appreciate your responsible use of the facilities and welcome your feedback. However, please note that refusal by a resident to sign this form does not prevent Drew Central Schools from pursuing recovery for items listed.