

**APPLICATION FOR USE OF VETERANS MEMORIAL PERFORMING ARTS CENTER**

This form must be completed and returned to the VMPAC Facility Manager to assist with the proper assignment of personnel, to prevent conflicts in the use of the facility, and to arrange for necessary equipment. Please use a separate application for rehearsal schedules.

DATE OF EVENT: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ : \_\_\_\_\_ to \_\_\_\_\_ : \_\_\_\_\_  
- Day(s) of Week Date Time bldg. will be in use  
TIME EVENT WILL START AND END : \_\_\_\_\_ TO \_\_\_\_\_

TYPE OF ACTIVITY: \_\_\_\_\_

ORGANIZATION REQUESTING: \_\_\_\_\_

PERSON IN CHARGE: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Phone number: \_\_\_\_\_ home/cell/work Email: \_\_\_\_\_

Plans for set-up: Include date and time needed to set up, all plans for decoration in lobby, hallway and auditorium, all non-tech items, such as a podium, needed (use back of page if needed):

\_\_\_\_\_  
\_\_\_\_\_

List any technical equipment needed (stage lights, curtain, projection screen, microphones, monitors, risers, etc)

\_\_\_\_\_  
\_\_\_\_\_

List date and time of clean-up\*: \_\_\_\_\_

\*The organization is responsible for leaving the facility as it is found upon arrival, including anything moved by the organization, collection of anything brought in, tape used for decorations, and unusual messes – a shop vac is available back stage if needed. Custodians are responsible for vacuuming, trash removal, bathrooms, and emergency clean-ups.

\*Do not use packaging or scotch tape in the lobby or stage – painter’s tape is safer for the wall surfaces.

\*\*\*\*\*OFFICE USE\*\*\*\*\*

APPROVED BY:

FACILITY MANAGER: \_\_\_\_\_ DATE: \_\_\_\_\_

BUILDING PRINCIPAL: \_\_\_\_\_ DATE: \_\_\_\_\_

SUPERINTENDENT: \_\_\_\_\_ DATE: \_\_\_\_\_

FEES TO BE CHARGES: \_\_\_\_\_ YES \_\_\_\_\_ NO

SPECIAL INFORMATION \_\_\_\_\_

\_\_\_\_\_ CUSTODIAL

\_\_\_\_\_

\_\_\_\_\_ USAGE FEE

\_\_\_\_\_

\_\_\_\_\_ OTHER

\_\_\_\_\_

\_\_\_\_\_ TOTAL FEE CHARGED