

Plymouth School District

125 Highland Avenue, Plymouth, Wisconsin 53073 (920) 892-5068

Application and Agreement for Use of Auditorium

Today's Date: ___/___/___

Applicant Information			
Applicant/Group			Group Classification:
Contact Person			
Daytime Phone	()	Evening Phone	()
Mailing Address			
Email			

Auditorium Request			
Auditorium Desired	___	Plymouth High School	___ Riverview Middle School
Date(s) Requested			Secondary Choice(s)
Brief Description of Event			
Anticipated Audience Size			
***30 or more participants requires a custodian on the weekend (\$40.00/hour)			
Brief Description of Event			

Equipment Needs			
How much of the stage will you be using	None, All, In front of curtain only		
Additional Rooms Needed			
	Concession Stand	House lights only	Light Technician
	Projector/Screen	Sound	Sound Technician
	Podium	Ticket Booth	Tickets
	Piano		
Fees charged for all, see back of sheet for formal breakdown			

Additional Information	
A meeting prior to event will be required for any event with light and sound technicians.	
Dates available to meet	
A deposit of \$100.00 is required. If event is cancelled 30 days or less before scheduled date, the money is kept.	

Agreement of Policy	
<p>The undersigned applicant or organization agrees by all policies, rules and regulations of the School District governing the use of buildings and grounds as a consideration for being permitted to use the school facilities and equipment, and that the rules are obeyed and carried out; to assume responsibility for and to make good any damages whatsoever resulting from use from any claims arising out of the use of any of the school facilities controlled by the Board of Education. School Policy available upon request. Availability dates subject to change. School sponsored events have priority.</p>	
Applicant's Signature _____	Building Administrator _____
<p><i>(I have read and concur with the above usage agreement)</i></p>	

Custodian on Duty at time of event:

For Office Use
 ___ sent to principal for signature
 ___ entered on calendar
 ___ distributed copies to: CE&R, Custodian, Principal, Applicant