

SSISD Auditorium Reservation Request

Important: Deposit, signed and completed Lease Agreement, and Technical Request Form must be submitted least one month prior to the event.

Dates for events will not be reserved on the calendar until all three items are provided.

Event: _____ **Audience Size:** _____

Primary Contact: _____ **Phone#:** _____ - _____

Email: _____

Requested Dates & Times:

S M T W Th F S Date: ___/___/___ Start Time: _____ End Time: _____

S M T W Th F S Date: ___/___/___ Start Time: _____ End Time: _____

S M T W Th F S Date: ___/___/___ Start Time: _____ End Time: _____

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S M T W Th F S Date: ___/___/___ Start Time: _____ End Time: _____

S M T W Th F S Date: ___/___/___ Start Time: _____ End Time: _____

S M T W Th F S Date: ___/___/___ Start Time: _____ End Time: _____

Specify Show Times: _____

Signature of Lessor: _____ Date: _____

Philip Dick: _____ Date: _____

Fine Arts Coordinator and Auditorium Management

CC: Justin Cowart - Assistant Superintendent and Auditorium Management

CC: SSISD Police Chief and Lesha Woodard (Auditorium House Manager)

Security Required? YES NO Officer Assigned: _____

NOTE: See other side for Special Provisions (Each must be initialed by Lessor).

Special Provisions:

Initial

Lessor will assure that there is no parking in the fire lanes around the auditorium and that no one blocks fire exits.

Lessor will not move any stage or auditorium lighting.

Lessor will assure that no food/drinks are permitted in the Auditorium and/or sound/lighting booth.

Lessor will assure that food is only permitted in Tech Shop. All food in airtight containers, if left overnight.

Lessor will empty trash each evening, especially food waste.

Lessor will remove all tape from stage floor at the conclusion of rental.

Lessor will not use SSHS UIL grey set pieces stored at rear of stage.

Lessor will not access SSHS Theatre materials, tools, cabinets, cage, or shop loft.
