



SULPHUR SPRINGS

INDEPENDENT SCHOOL DISTRICT

SSISD Auditorium Reservation Request

Important: Facility Use Agreement, Deposit and Technical Request Form must be submitted at least one month prior to the event for a reserved event date on the calendar.

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

Specify Show Times: _____

Signature of Lessor: _____ Date: _____

Dr. Philip Dick: _____ Date: _____
Fine Arts Director and Auditorium Management

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 gray set pieces stored at rear of stage.

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

CC: Brad Moughan – Assistant Superintendent and Auditorium Management
CC: SSISD Police Chief and Lesha Woodard (Auditorium House Manager)