

Application for Facility Use

This application is intended to provide primary information to the District to identify event needs for potential Users of the Newhall Family Theatre for the Performing Arts at Newhall Elementary School. This application must be submitted to the Theatre Manager with a non-refundable application fee of \$25 for a single day event or \$100 for a multi-day event. A final commitment to use the Theatre is not made until a Facility Use Agreement is issued by the District and signed by the User and returned with the deposit specified in the agreement. All usage of the Theatre is governed by the User Guide. Please read the User Guide thoroughly before completing this form.

Today's date _____

User Organization: _____

Address: _____ Phone: _____

_____ Fax: _____

Web site: _____ Email: _____

Community User (as designated by City and District) Yes _____ No _____

Type of Organization:

School 501(c)(3) [Non-profit] PTA/PTO

For Profit Other _____

Date(s) requested (including rehearsals): _____

Name of Event: _____

Primary Contact(s) *please indicate preferred method of contact*

Name: _____

Name: _____

Position: _____

Position: _____

Phone: _____

Phone: _____

Cell phone: _____

Cell Phone: _____

Email: _____

Email: _____

Type of Event:

- Theatrical
- Orchestra/Band
- Dance
- Public Speaker
- Awards Ceremony
- Film Screening
- Other _____

Please give a brief description of the event you are planning:

Requested Dates (Please be as specific as possible, including all preparation, event, and removal time that you will need. We recommend that you estimate high to ensure all the time you will require remains available).

Day #1:

Date: _____ Arrival Time: _____ Departure time: _____

Please give a brief time line and description for the day's events:

Day #2:

Date: _____ Arrival Time: _____ Departure time: _____

Please give a brief time line and description for the day's events:

Day #3:

Date: _____ Arrival Time: _____ Departure time: _____

Please give a brief time line and description for the day's events:

Day #4:

Date: _____ Arrival Time: _____ Departure time: _____

Please give a brief time line and description for the day's events:

Newhall Family Theatre for the Performing Arts Equipment

Please check all that you plan on using. Some equipment (*) have charges associated with use. All rates are available on the Rate Sheets found in the User's Guide.

- Main Drape
- Projector/Projection Screen*
- Front stage lights*
- Full stage lights*
- Wired microphones* Quantity: _____
- Wireless handled microphones* Quantity: _____
- Wireless body microphones* Quantity: _____

Additional Facilities:

Please describe any additional facilities that your event may require.

Food Service:

Please describe any food or beverage service planned for your event. Any food items must be consumed on stairs in front of Theatre or on adjacent patio.
