

Today's Date: _____

**Woodside High School
Application for use of Performing Arts Center Facilities**

Organization _____ Purpose _____

Requestor: _____ Phone: _____
(A contact Number for Onsite Event must be supplied)

Cell Phone: _____ E-mail: _____

Business Address _____

City _____ State _____ Zip _____

Dates Requested _____

Main Theatre ___ Little Theatre ___ Music Room ___ Orchestra Pit ___ Scene Shop ___ Dressing Rms. ___
Front/Side Foyer ___ *(Check with technology Supervisor for Maximum Occupancies)

Hours of Use (am/pm) From _____ To _____
(Include setup time) (Include clean-up/strike time)

Setup Time _____ Event Time _____ Clean-up Time _____

Additional Requests & Information: _____

Certificate of Comprehensive General Liability Insurance _____

*Required Services (Theatre Manager/Technology Supervisor & Custodial Services – included with basic rate fee).

Please see PAC availability and guidelines for the following:

Basic Rate Fee \$ _____

Equipment Needed: Please see PAC equipment availability for additional fees.

Additional Equipment Rental Fees: \$ _____

Total Rental Cost (100%) \$ _____

Security Deposit/Cancellation Fee (25%) \$ _____ Due upon approval
(A total of 125% will be collected two weeks prior to entry)

By signing below I have read and agreed to the WHS PAC additional equipment rental and availability & guidelines dated 7/1/16 and the Facility Usage General Rules. You will also be held responsible for any equipment that is lost or ruined.

Drama Dept. Approval Signature

PAC Technician Approval Signature