

MONTAGUE AREA PUBLIC SCHOOLS
4882 Stanton Blvd.
Montague, MI 49437

Use Application for Montague Area Public Schools Auditorium

Date of Application _____ Name of Organization _____

Profit or Non-Profit Organization _____ Federal Non-Profit ID# _____

Name of Responsible Individual _____ Mailing Address _____

Daytime Phone Number _____ Evening Phone Number _____

Dates Requested	CHECK ONE		TIMES	
	Presentation	Rehearsal	Starting	Ending

A school custodian will be provided for the above dates and times at current rates. A school approved sound/light technician or supervisor will be provided as needed at a rate of \$20/hour.

Please write a brief description of the program you wish to present: _____

Will you charge admission to this event? _____ No _____ Yes (fee is \$ _____)

PLEASE CHECK OPTION ONE OR TWO:

_____ **OPTION ONE:**

_____ This organization does not need to use any special equipment. We do not need any sound equipment, including microphones, or theatrical lighting. By checking this option we understand that we can use only the floor of the auditorium seating area, the stage in front of the main curtain, and the regular house lights. (Simple items such as an overhead projector, a speaker's lectern, tables and a projector screen are available if needed.)

_____ **OPTION TWO - Please check all that apply:**

_____ **THIS ORGANIZATION NEEDS TO USE THE FOLLOWING:**

- | | |
|--|---|
| <ul style="list-style-type: none"> _____ Sound System _____ Wireless microphones (How many? _____) _____ Corded microphones (How many? _____) _____ Floor microphones (How many? _____) _____ CD Player _____ Cassette deck _____ Stage monitor speakers _____ Speaker's lectern _____ Studio Piano | <ul style="list-style-type: none"> _____ Grand Piano _____ Music stands (number _____) _____ Chairs (number _____) _____ Conductor's podium _____ Theatrical lighting _____ Risers (additional) _____ Acoustical stage shell |
|--|---|

STAGE

- _____ In front of main curtain
- _____ Front half
- _____ Full
- _____ Only the stage area in front of main curtain (catwalk lights only)
- _____ Entire stage area (all stage and catwalk lights)
- _____ Single set-up (on-off only)
- _____ Multiple changes (configurations for more than one set-up)
- _____ Back Stage Areas:

BACK STAGE AREAS:

- _____ Band room (purpose: _____)
- _____ Choir room (purpose : _____)
- _____ Storage room (purpose: _____)
- _____ Dressing room (purpose: _____)
- _____ Ushers will need to be provided

I have read, understand and accept the policies regarding the use of the Montague Area Public Schools Auditorium and equipment. I accept full responsibility as an official representative of:

 (Name of Organization)

 (Title or Office)

Signature: _____ Date: _____
Direct all questions to Dan Gorman- 894-2661 ext. 247 or dgorman@montague.k12.mi.us

FOR OFFICE USE ONLY:

Priority Classification: _____ Approved: _____ Not Approved _____
Reason for Non-Approval: _____

FEES ASSESSED:

Custodian: _____ hours @ \$ _____ = Total Cost of \$ _____
Technician: _____ hours @ \$ _____ = Total Cost of \$ _____
Supervisor: _____ hours @ \$ _____ = Total Cost of \$ _____
Rental fee: _____ days @ \$ _____ = Total Cost of \$ _____
Piano Use Fee: _____ events @ \$ _____ = Total Cost of \$ _____
Piano Tuning Fee: _____

Net Proceeds: _____ Yes _____ No Amount \$ _____

TOTAL FEES ASSESSED: \$ _____