

Estes Park High School

Auditorium Use Form

Please include this form with your Application for Use of School Facilities form AND send a copy to:

Estes Park School District R-3

Attn: Brian Lund

1605 Brodie Avenue | Estes Park, CO 80517

Phone: (970) 586-2361 | Fax: (970) 586-1108 | Brian_Lund@estesschools.org

All facility requests that include the use of the High School Auditorium must also complete and submit this "Auditorium Use Form" with their application to determine these charges. This form must be completed and turned in to the Estes Park District Office at least **three weeks prior to your event**. Reservations are made on a first-come, first-served basis upon receipt of the completed requested forms.

Users requesting auditorium use can incur fees for rent, sound and lighting fees, associated dressing room and/or choir room rental, some equipment costs, technical labor costs, and custodial labor costs.

Receipt of the Application for Use of Facilities form, or the Auditorium Use Form by Estes Park School District R-3 or Estes Park High School neither implies nor guarantees confirmation of the request. School District functions and events will receive priority scheduling.

Technical and Lighting assistance is provided by Estes Park School District R-3 ONLY and must be specially arranged when booking the auditorium or theater. Technicians are assigned to an event at an hourly rate of \$25/per hour, per technician. The number of technicians needed for an event will be determined by Estes Park School District R-3.

Event Description: _____

Person in Charge/Contact: _____

Organization/Group: _____

Address: _____

Phone/Email: _____

Dates and Times of Event:

Be Exact. Requested times you want to be in the auditorium, include set up/tear down.			
<u>Date</u>	<u>Day of Week</u>	<u>Arrive</u>	<u>Leave</u>
	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
	Saturday		
	Sunday		

Theater Requests:

Lighting

The school provides a basic use of area and special lights. Organizers of events requiring a more elaborate design must contract District Auditorium Technicians to pay for the extra preparatory work prior to the event and the re-hang of our house plot following the event. The lighting system *must* be controlled by a District Technician.

Check the following as required:

- Basic all stage wash (white light)
- Follow spot (2 available)
- A warm or cool wash can be provided, however this is considered prep work.
- Warm Wash
- Cool Wash

Specials? Please describe:

Sound

The school provides a basic sound system (for simple events - requiring up to 4 inputs) or a professional sound system of mixer, amps, and speakers (for larger events). The professional sound system *must* be controlled by a District Technician.

Check the following as required (if unsure which sound system is appropriate, we can make that determination for you. Please email the district theater supervisor at hsauditorium@estesschools.org):

- Basic Sound System
- Professional Sound System
- CD Player
- Number of wireless Lavalier (lapel) microphones (4 available) qty _____
- Number of wireless Hand-held microphones (2 available) qty _____
- Number of standard microphones (6 available) qty _____
- Microphone Stands (8 max) qty _____
- Podium (1 available) qty _____
- Projector (1 available) qty _____

Other _____

Dressing Rooms

Dressing/Changing Rooms required:

- Dressing Room #1 (6-12 people)
- Dressing Room #2 (6-12 people)

- Choir Room (20-30 people)
*Must obtain permission from choir director to use the Choir Room

- Band Room (20-30 people)
*Must obtain permission from band director to use the Band Room

Direct any concerns or questions to:
Theater Supervisor, hsauditorium@estesschools.org

Signature of Authorized Party

Date

Estes Park High School Auditorium Etiquette

Welcome to the Estes Park High School Auditorium! We love having families of our students and community members join us for special events, and we'd love for your experience to be the very best that it can be!

Please join us in not only sharing the auditorium etiquette with your children and organization members, but by modeling these behaviors yourself! Thank you so much for your support and guidance in teaching our children how to behave in these situations!

- ★ Please refrain from bringing food and drinks into the auditorium. It can be messy and sometimes noisy, disrupting those around you.
- ★ Remove hats as you enter to provide ample viewing for those seated behind and around you.
- ★ Sit in the seats with feet on the floor, and refrain from bouncing in and squeaking the seats.
- ★ If there is something happening on stage, PLEASE refrain from entering or exiting the auditorium unless it is an **emergency**! If you need to enter/exit, do so quickly and quietly between acts or during applause. It is not only a distraction to viewers, but to the performers, as well.
- ★ Make sure that all electronic devices are either turned off or silenced during the performances. It's distracting for others and very embarrassing for you when the sound during a performance!
- ★ Keep aisles clear of all personal items, bags, purses, and children. Performers often use the aisles during shows, and it is a safety hazard.
- ★ Please refrain from talking, whispering, or texting during a performance as it is a distraction to those around you.
- ★ Please show your appreciation for performances with polite applause and cheers.

Please Initial _____