

**BENZIE COUNTY CENTRAL SCHOOLS
9222 HOMESTEAD RD.
BENZONIA, MI 49616**

Use Application for Benzie County Central 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 # _____ Evening Phone # _____

Check One:

Times:

Dates Requested	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 \$25/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 all that apply:

_____ This organization requires that a sound/light technician be provided.

_____ This organization does not need to use any special equipment. We do not need to use the stage, nor do we 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.)

_____ This organization needs to use the following:

_____ Stage _____ in front of main curtain _____ front half _____ full

_____ Sound System

_____ corded microphones (How many? _____) _____ wireless microphones (How many? _____)

_____ CD Player _____ cassette deck _____ stage monitor speakers

_____ speaker's lectern _____ Grand Piano (on approval only) _____ Studio Piano
_____ music stands (number _____) _____ chairs (number _____)
_____ conductor's podium _____ acoustical stage shell _____ risers (additional)
_____ theatrical lighting

_____ 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:

_____ 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 Benzie County Central Schools Auditorium and accept full responsibility as an official representative of:

(name of organization)

(title or office)

Signature: _____ **Date:** _____

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: \$ _____