

**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 \$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 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: \$ \_\_\_\_\_**