

Frederick County Public Schools - High School Auditorium Usage Agreement

(SAVE FORM FIRST TO YOUR COMPUTER BEFORE COMPLETING)

Name of User Group (FCPS Dept or Community User Group):	
Name of Applicant:	
Email Address:	
Best Phone Number to Reach Contact:	
High School Auditorium Requested:	
Date of Event:	
Brief Description of Event:	
Anticipated Audience Size:	
SchoolDude FSDirect Schedule ID #	
Complete For FCPS Sponsored Events:	<p>Do you want a tech person on-duty to support A/V at your event? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p><i>(Final determination is by Auditorium Facilitator (AF) if a tech person will be scheduled. AF will confirm with you who is scheduled to work your event and contact info.)</i></p> <p>If YES, a timesheet will be submitted. What is your 4-digit dept. code? _____ 3-digit program code? _____</p> <p>If NO, it is recommended you visit auditorium in advance of your event. Coordinate a time with school's Auditorium Facilitator or Use of Facility Site Administrator.</p>

1. User will submit a use of facility request form in SchoolDude FSDirect to request use of the high school auditorium. Go to [Use of Facilities webpage](#) and review the FCPS High School Auditorium Usage Guidelines/Frequently Asked Questions and Standard Operating Procedures (SOP) on the webpage.
2. User will complete this form and return to facilities.uof@fcps.org. (**EXCEPTION:** Not required for completion by FCPS staff requesting Auditorium usage at their home school.)
3. The school's Auditorium Facilitator (AF) will contact you to discuss your needs. If you have not heard from AF, please contact school. If a technician is not required for your afternoon/evening event, AF should provide a phone number in order to contact for needed technical support.
4. Access to A/V booth is not permissible.

<input type="checkbox"/>	NO AUDITORIUM SOUND OR LIGHTS IS REQUIRED (EXCEPT ROOM LIGHTS)
--------------------------	---

BASIC AUDITORIUM RENTAL* (BAR) (select all that are needed):			
<input type="checkbox"/>	Overhead Projector and Screen	<input type="checkbox"/>	Basic Light Plot
<input type="checkbox"/>	Curtains, use of on-stage	<input type="checkbox"/>	- All stage lights on full, house lights on
<input type="checkbox"/>	Microphone (1)	<input type="checkbox"/>	- All stage lights on full, house lights off
<input type="checkbox"/>	Laptop (FCPS Users only)	<input type="checkbox"/>	- All stage lights off, house lights on
<input type="checkbox"/>	Lectern/Podium	<input type="checkbox"/>	- Stage and house lights set for projector screen viewing

***In most cases, a BAR request will not require a technician. AF will notify CUG in advance if a technician is required.**

ADVANCED AUDITORIUM RENTAL (AAR)** (select all that are needed):			
<input type="checkbox"/>	Microphones, additional (one provided above)	<input type="checkbox"/>	Stage Risers
<input type="checkbox"/>	Sound Board	<input type="checkbox"/>	Stage "Shells"
<input type="checkbox"/>	Spot Lights	<input type="checkbox"/>	Dance Floor (for Dance Recital use only; available only at GTJHS, LHS and UHS – requires a 2 hours labor charge for set-up and take-down)
<input type="checkbox"/>	Piano, Upright***	<input type="checkbox"/>	Lighting controls for on-stage lights
<input type="checkbox"/>	Piano, Grand***	<input type="checkbox"/>	Other on-stage equipment needs (describe in Additional Information section below)
<input type="checkbox"/>	Music, MP3 (provided by User)	<input type="checkbox"/>	Music, CD (provided by User)

****AAR will require lighting, sound and/or stage technician(s) depending on specific needs.**

***** Requires a professional tuning prior to event date at a cost of \$120 to be scheduled by AF; User will be invoiced for cost.**

Additional Information from Applicant:

Applicant understands that group will be charged for the services of AF, technicians (stage, lighting and/or sound), and additional equipment/ services, if necessary for my event, per the Standard Operating Procedures, Guidelines, and Regulation 100-01 posted on webpage (link in #1 above). Applicant understands these charges are in addition to the facility fee and custodian fee, if applicable. Use of other FCPS equipment not indicated on this form, without prior approval, may incur additional fees. Applicant will be responsible for payment or damages for use of such equipment.

Signature:	Date:
-------------------	--------------

FOR COMPLETION BY HIGH SCHOOL AUDITORIUM FACILITATOR ONLY

Check box below for Billable Services for Event	Service/Equipment Description	Quantity	Hours Estimated per technician	Notes
	Auditorium Facilitator	1	1 hour	Per SOP; must submit timesheet (For FCPS events for staff outside of your school, requesting AAR could incur a timesheet for Auditorium Facilitator's time for coordinating event)
	Technician-FCPS Teacher, Lighting			Minimum of 3 hours per SOP (to include set-up, event hours, and clean-up); must submit timesheet
	Technician-FCPS Teacher, Sound			Minimum of 3 hours per SOP (to include set-up, event hours and clean-up); must submit timesheet
	Technician-FCPS Teacher, Stage			No minimum; must submit timesheet
	Technician-Student, Lighting			Minimum of 3 hours per SOP (to include set-up, event hours, and clean-up); must submit timesheet
	Technician-Student, Sound			Minimum of 3 hours per SOP (to include set-up, event hours and clean-up); must submit timesheet
	Technician-Student, Stage			No minimum, must submit timesheet
	Piano tuning			\$120 per piano/scheduled by AF
	Dance Floor, Labor	1	2 hours	Per SOP

NOTES OF AF:

Signature of High School AF:		Date:	
-------------------------------------	--	--------------	--

Completed form should be uploaded to Schedule Request Form in SchooDude Use of Facility system.