

# NPAC Building Request Form

Organization \_\_\_\_\_ Org. Phone \_\_\_\_\_

Contact Name \_\_\_\_\_ Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Event Date \_\_\_\_\_ Event Title \_\_\_\_\_ Event Time \_\_\_\_\_

Load In Time \_\_\_\_\_ Load Out Time \_\_\_\_\_

Rehearsal Times: \_\_\_\_\_

## Areas to be used:

- Stage
- Auditorium
- Lobby
- Mezzanine Lobby
- Green Room
- Dressing Rooms
- Band Room (Special permission required)
- Chorus Room (Special permission required)

\*ALL items borrowed from GHS band/chorus **MUST** be preapproved by GHS director!

\*The use of glitter in building is prohibited.

## Equipment Requested

- Microphones # \_\_\_\_\_
- Platforms
- Risers
- Chairs # \_\_\_\_\_
- Shell # of sections \_\_\_\_\_
- Projector
- Tables # \_\_\_\_\_
- Fly system
- Podium
- Music Stands # \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_

To make any changes to the equipment needed, please stop by the business office to have this form approved and amended. If this is not done, there is no guarantee that these goods will be available on your requested day.

(Initial) \_\_\_\_\_

In order to use our facility, you **MUST** provide one person to remain in the building until all people have left the building (excluding NPAC personnel). Please write their contact info in the space provided.

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Additionally, NPAC requests you have representatives in the lobby and at the doors of the auditorium up to certain time because NPAC cannot provide ushers or greeters for this event.

\*NPAC will provide 1 technical person to assist with your event. If you need extra help to run sound, a projector, etc... you will need to provide those additional people. NPAC does **NOT** provide set up or tear down (i.e. risers, platforms, chairs...) for your event, but the technical person will be available to assist you. Please provide contact info for the person in charge of overseeing tear down of your event.

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

\_\_\_\_\_  
Contact Signature

\_\_\_\_\_  
Director Signature

Please use back of this form or attach an additional sheet of paper showing the stage plot (how you would like the stage set up) for your event.