



**FOR HIGH SCHOOL AUDITORIUM USE ONLY  
PLEASE NOTE THERE ARE TWO SIDES TO THIS FORM**

Auditorium Facility Form - This form must be received a minimum of two weeks in advance of an event and sent to the attention of the Facility Use Coordinator at [Facility\\_Use@mattawanschools.org](mailto:Facility_Use@mattawanschools.org)

**DIRECTIONS**

1. This Facility Use Form must be completed and returned to the attention of the facility use coordinator at the address listed above at least two weeks in advance of the requested event date.
2. If there are potential fees involved or you have questions, please feel free to call the Facility Use Coordinator at 269.668.3361 x1728 or the Auditorium Director at 269.668.3361 x3049. By doing so many potential questions such as custodial coverage, heating/cooling charges, kitchen facilities, etc. can be resolved.
3. Please sign and Date form.
4. If necessary, please provide a drawing of your preferred stage layout on an additional piece of paper and attach it to this form. Please be as thorough as possible in order to promote clarity.

Todays Date: _____		Date you wish to use the facility: _____	
Group Requesting Use: _____			
Group Primary Contact		Name: _____ Address: _____ City, State, Zip: _____	Best Contact Number: _____
Approximate number of persons attending the event: _____			
Please Circle AM or PM	Facility Needed for Setup:		Event Start Time:
	Time Event Ends:		Time facility will be clear of group:
Describe the nature of the event:   			
Will you be showing a presentation?  If yes, does your presentation have sound?		<p><b>Please note: All Presentations must be on a computer with an HDMI output. You will be responsible for any connection/dongle needed to plug in an HDMI cable.</b></p> <p>Please Check Yes to confirm you understand.</p>	

**Please see the reverse side of this form for Audio Visual needs / Stage layout.**



Please specify any Audio/Visual Equipment you will need for your event:

Microphones (Please select type and how many) <input type="checkbox"/> Wired Microphone _____  Wireless Microphones - (up to 4 - any combination of Handheld or Lapel maybe used) <input type="checkbox"/> Handheld _____ <input type="checkbox"/> Wireless Lapel _____	Lectern <input type="checkbox"/> With Microphone <input type="checkbox"/> Without Microphone
<input type="checkbox"/> Projector	<input type="checkbox"/> Stage monitors for sound
<input type="checkbox"/> Blu-Ray/DVD player	<input type="checkbox"/> CD player
<input type="checkbox"/> Internet Access - <b>Guest WiFi only for non MCS devices</b>	Other Requests:

Stage Setup:

Please check the appropriate box to indicate how much of the stage your event will require.

<input type="checkbox"/> Front Third (In front of the main Curtain)
<input type="checkbox"/> Front Half (In front of the mid curtain)
<input type="checkbox"/> Full Stage

Please Check the appropriate boxes and indicate the quantity for any additional items needed on the stage.

<input type="checkbox"/> Banquet Tables	Quantity Needed:
<input type="checkbox"/> Chairs	Quantity Needed:
<input type="checkbox"/> Risers	Quantity Needed:

Responsible Party Signature:

Date

\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

To the fullest extent permitted by law and to the extent claims, damages, losses or expenses are not covered by Project Management Protective Liability insurance purchased by the Leasee/Renter in accordance with the insurance requirements set forth in this contract, the Leasee/Renter shall indemnify and hold harmless the Owner, the Architect, Architect's consultants, and agents and employees of any of them from and against claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from performance of the Work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), but only to the extent caused by the negligent acts or omissions of the Leasee/Renter, a Subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in this Paragraph INDEMNIFICATION/HOLD HARMLESS.

In claims against any person or entity indemnified under this Paragraph INDEMNIFICATION/HOLD HARMLESS by an employee of the Leasee/Renter, a Subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under this Subparagraph shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the C Leasee/Renter or a Subcontractor under workers' compensation acts, disability benefit acts or other employee benefit acts.