

ORANGE BOARD OF EDUCATION
451 Lincoln Ave, Orange NJ 07050-2202
REQUEST FOR USE OF AUDITORIUM FORM

All affiliated groups (schools, internal departments, PTA/PTO, OEA, etc...) or non-affiliated organizations (non-Orange Board of Education) must fully complete this form to request the use of *any* school auditorium. This form must be submitted to the Building Administrator for their initial approval. *All forms must be submitted 30 days prior to the event to ensure dates and coverage are equally available.*

- If the Orange Prep Academy Auditorium is being requested this form must next be sent to the Supervisor of Visual & Performing Arts for pre-approval of the dates (availability). *This first step only checks on conflicting dates!* The form then will be sent along the path for continued signatures and ultimately to the Central Office for final approval.
- If any other auditorium is being requested this form should go to the Office of the Assistant Superintendent, 451 Lincoln Avenue.
- Non-Affiliated groups must also fill out the standard "Hold-Harmless Agreement" following formal Board of Education approval. **The event will not be held without the Hold Harmless form on file in Office of the Business Administrator.**

LOCATION REQUESTED

- Orange Prep Academy Auditorium (Submit form to the *Supervisor of Visual & Performing Arts*)
- Other District Auditorium (Submit filled out form to the *Office of the Deputy Superintendent*)

School/Building: _____ Date Requested: _____

Start Time: _____ End Time: _____

- All start and end times are expected to be observed. We will not allow any show to run over the time approved. **FAILURE TO ADHERE TO APPROVED TIMES MAY NEGATE FUTURE USE OF ANY FACILITIES.**
- No event may go past 9:30 PM to ensure the auditorium get cleared and closed down properly and safely.

SCHOOL, ORGANIZATION/INDIVIDUAL INFORMATION

_Affiliated _Non-affiliated

Name of Group/Organization: _____ Phone: _____

Full Address/School: _____

Contact Person: _____ Title: _____ Contact Person Phone #: _____

EVENT INFORMATION

Type of event to be held: _____ Event objective: _____

Number of expected participants: _____ Number of expected in audience: _____

Will you need stage crew to assist in running your event? (available at OPA Auditorium only) _YES _NO

Will you need custodial assistance in running your event? (Any venue) _YES _NO

Will you need security to assist in running your event? (Any venue) _YES _NO

Will you need changing rooms (classrooms) outside the auditorium use? _YES _NO

Please circle the equipment you may need:

Microphones Lighting On-Stage Assistance (curtains, etc.) Scenery/Sets Spotlights Chairs Tables

Playing of CDs or Audio Cassettes Playing of DVDs or VHS Cassette Projection Screen Digital Projector Overhead Projector

Rehearsal Dates and Times, if needed: _____

- **Code of Conduct:** By signing this document it is expected that the contents of ALL shows will contain NO nudity (partial or full), profanity (live or pre-recorded), use of drugs or alcohol, smoking or any other content unsuitable for family viewing.
 - No rehearsal(s) can be granted unless indicated above and **pre-approved**. Stage Crew Supervisors are NOT authorized to grant additional times/dates to ANYONE nor are they authorized to extend or defer times.
 - All Groups using the OPA Auditorium are required to schedule a meeting with the *Supervisor of Visual and Performing Arts* (extension 5056) or the Stage Crew Supervisor working the event **no later than 10 days prior to the event**. At that time a program or list of events will be needed to ensure the smooth execution of your needs. **We cannot guarantee a successful event if we do not have time to work out the "bugs" before hand.**
 - Only Stage Crew Supervisors or active members of the student Stage crew are authorized to run the equipment in the OPA Auditorium. **No one else is permitted to work the sound, lighting or rigging equipment.**
- Will you be bringing in outside equipment that requires electricity? _YES _NO
- A qualified district staff member must check ALL outside electrical equipment no later than 10 days before the event or it may not be utilized. Contact the *Supervisor of Visual and Performing Arts* (extension 5056) for more information.
 - Absolutely NO pyrotechnics or other flammable effects (open flames) may be conducted indoors in any Orange Board of Education auditorium facility including the use of flash pots, candles, fireworks and sparklers.

NO FOOD OR DRINK IS TO BE BROUGHT IN OR SOLD BY ANY GROUPS USING THE AUDITORIUM. FAILURE TO COMPLY WILL NEGATE FUTURE USE OF THE SPACE!

Account(s) to charge applicable costs: _____

I am duly authorized to submit this request on behalf of the above organization. I have read and understood the above and to the best of my knowledge have truthfully completed this form. I understand if this form has not been completed properly with accurate information, that it may be grounds for immediate rejection to my request.

Signature of Requesting Party

Date

Building Principal of Requesting Party

Date

Peter S. Crosta, Supervisor of V&PA (only for OPA Auditorium)

Approved Disapproved Date

Principal of Facility where auditorium is housed

Approved Disapproved Date

Deputy Superintendent

Approved Disapproved Date

Business Administrator/Board Secretary

Approved Disapproved Date

Superintendent

Approved Disapproved Date