



LEXINGTON COUNTY SCHOOL DISTRICT THREE FINE ARTS CENTER

# REQUEST FOR USE

Organization \_\_\_\_\_

Name of event \_\_\_\_\_

Contact person \_\_\_\_\_ Phone (day) \_\_\_\_\_

Address \_\_\_\_\_ Phone (night) \_\_\_\_\_

E-mail address \_\_\_\_\_

Date of event \_\_\_\_\_ Start time for event \_\_\_\_\_  AM  PM

Move-in date \_\_\_\_\_ Move-in time \_\_\_\_\_  AM  PM

Move-out date \_\_\_\_\_ Move-out time \_\_\_\_\_  AM  PM

Estimated attendance \_\_\_\_\_ Admission charge \$ \_\_\_\_\_ adults \$ \_\_\_\_\_ children/students

REHEARSAL DATES	MOVE-IN TIME FOR REHEARSAL	MOVE-OUT TIME FOR REHEARSAL

Space needed (please check all that apply):

- Stage
- Dressing Rooms
- Band Room
- Chorus Room
- Flat Risers
- Choral Risers
- Scene Shop
- Loading Dock
- Orchestra Pit
- Other (please specify) \_\_\_\_\_

Service/equipment needed (please check all that apply and supply all info as needed):

- Sound System
- CD Player
- Tape Player
- Microphones:
  - Stage (# \_\_\_\_\_ )
  - Overhead (# \_\_\_\_\_ )
  - Handheld (# \_\_\_\_\_ )
  - Lavalier (# \_\_\_\_\_ )
  - Stage (# \_\_\_\_\_ )
- DVD Player
- Lights
- Follow Spots
- Video Projector
- Screen
- Podium
- Chairs (# \_\_\_\_\_ , location needed \_\_\_\_\_ )
- Tables (# \_\_\_\_\_ , location needed \_\_\_\_\_ )
- Grand Piano
- Rehearsal Piano
- Music Stands (# \_\_\_\_\_ , location needed \_\_\_\_\_ )
- Director's Music Stand
- Other (please specify) \_\_\_\_\_

Special instructions/notes: \_\_\_\_\_

**FEES**

Auditorium fee \$ \_\_\_\_\_ + Rehearsal(s) \$ \_\_\_\_\_ = ..... \$ \_\_\_\_\_

Band and/or Chorus Room(s) ..... \$ \_\_\_\_\_

Grand Piano usage ..... \$ \_\_\_\_\_

Other ..... \$ \_\_\_\_\_

**TOTAL** ..... \$ \_\_\_\_\_

FOR OFFICE USE
<input type="checkbox"/> Commercial
<input type="checkbox"/> Non-profit
<input type="checkbox"/> Business Partner
<input type="checkbox"/> Other _____