



AUDITORIUM ADDENDUM FOR BUILDING USE RENTAL

This addendum should be completed by the Organization Event Coordinator (OEC) for any large event with extensive requests that cannot be listed on the *CommunityUse* schedule request. The following information must be provided to the school's building use coordinator.

Please complete the information below. The OEC should provide any technical drawings necessary for this event. Only those items that are available will be reflected on the invoice. Please keep in mind, the hours submitted for use should include setup and breakdown time. User is responsible for own setup and breakdown, otherwise additional costs will be incurred.

Event: _____ **Date:** _____ **Time:** _____

Will you have rehearsal(s) prior to your main event date? Yes _____ No _____ If answer is yes, please complete below.

Has the times for each rehearsal date been submitted through *CommunityUse*? Yes _____ No _____

If yes, please make sure to list the rooms that will be utilized for each rehearsal date(s). If different from the main date: _____

Are dressing room (or green rooms) necessary and included in submitted request? Yes _____ No _____
If dressing rooms are needed, please indicate the number of rooms required _____

Technical Support: School will alert user if any equipment requested is not available. Please note cost per item as listed in Notice 8420.

Student technician for lighting and/or sound (\$12 per hour) # _____

Lighting: House lights ONLY _____
Stage Lights (\$12 per hour) _____
Spot light (\$22 per hour per spot) _____
Gel requirements (user provides gels and additional cost incurred for installation): Yes _____ No _____

Sound: Microphone (\$10 per hour per mic) # _____
Stands # _____
Headsets, if available (\$20 per headset) # _____

Staging: Podium _____
Risers, if available (\$25 per section) # _____
Music stands, if available # _____
Chairs # _____
Other _____

Other Needs: Projection Screen _____
LCD Projector (\$50 per use) _____
CD player (\$15 per use) _____
Other _____

Miscellaneous: Do you need any tables and chairs in the lobby for registration or ticket sales? Yes _____ No _____ ,
requested tables _____ chairs _____

Will you have vendors (outside of organization) selling merchandise for this event? Yes _____ No _____

If answer is "yes", please note from Regulation 8420 that "groups having established their nonprofit status may sell merchandise in school facilities only to support or benefit FCPS programs or the nonprofit organizations."

If yes, do you need tables (# required) _____ (user responsible for setup of tables, otherwise additional fee)
Will they be having food booths? Yes _____ No _____ Please note, no grilling or frying of foods permitted.