



**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.