

If you would like to use any part of the arts center for your senior project product...

See Ms. Brumm as soon as possible to check on dates, her office is Room A101A across from the chorus room.

Your advisor needs to be onsite with you at all times while you are in the arts center. A request form must be sent to Ms. Barbara Campbell in the Facility Use Office to have your event approved.

If you are doing a performance you are allowed to request time for one rehearsal in the arts center and the time for your performance.

All requests must include the time you need to be in the arts center including time for set up and clean up.

Once your event has been approved you need to get the Facility Maintenance Agreement to Mr. Fleck. Mr. Fleck is requiring four additional chaperones, 5 total including your advisor, to be onsite during your presentation and you need to turn their names into him with the Facility Maintenance Agreement.

The Technical Support Form needs to be returned to Ms. Brumm two weeks before your event.

If you are planning for your event to be a fundraiser you must also see Ms. Hobbs in the main office because your event will not get final approval until you fundraising request form is processed. Your advisor will be the person in charge of all the money during your event.

If you have any questions at any time in the process please see Ms. Brumm.



# Requesting Dates In The Minnie Evans Arts Center

Please return completed forms to Barbara Campbell, Facility Use Coordinator, at least one month before your event. F) 254-4479 Email) barbara.campbell@nhcs.net

Requests for 10/11 school year will be added to the calendar starting Wednesday, April 7, 2010. Remember all requests are considered first come first serve based on when received by the Facility Use Office. This form can also be used for on-going requests.

Please include two alternate dates that will work if the date you request is already full.

Remember if you want to have time in the space for a rehearsal or meeting before your actual event you should request it at the same time you request your event.

Name: \_\_\_\_\_

School/Department: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

	<b>DATES REQUESTING</b>	<b>ALTERNATE DATES</b>	<b>EVENT NAME</b>	<b>TIME</b> <i>(approx. set-up - clean up)</i>
1				
2				
3				
4				
5				
6				
7				
8				

Do you need space outside the arts center during the event?  Yes  No

If yes, how many rooms? \_\_\_\_\_

*Extra Rooms only possible for evening and weekend events.*

Community Schools Office use:

Date received: \_\_\_\_\_

Approved:  Yes  No

Alternate dates: \_\_\_\_\_

**USE OF FACILITY MAINTENANCE AGREEMENT  
FOR STUDENTS AND SCHOOL PERSONNEL  
ASHLEY HIGH SCHOOL**

Any person or organization that uses any portion of the Ashley High School facility, without paying a custodial fee, must have prior permission. In addition, they must agree to the following:

- Clean up any spills on the floors, tables and/or desks
- Sweep up any major trash that accumulates in the room being used
- Replace all trash cans/receptacles with new bags; close all used trash bags and place them near the trash cans/receptacles
- Check all restrooms near the rooms being used; report any excessive trash and uncleanliness to the person responsible for locking the building

Custodial supplies (brooms, mops, trash bags, etc.) will be provided by the custodian responsible for locking the building.

The group's organizer is responsible for talking to **Russell Corbett** (Sr. Custodian) at least 5 days prior to the event to discuss any specific custodial needs.

**IMPORTANT**

Failure to adhere to the above listed guidelines could result in a custodial fee being charged to the group or individual using the facility. The group or individual could also lose their right to reserve and use any part of the Ashley High School facility.

*Dennis Fleck*  
*Administrator of Operations*

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Responsible Party/Teacher

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Custodian

\_\_\_\_\_  
Athletic Director

\_\_\_\_\_  
Date of Event

\_\_\_\_\_  
Location

**THIS FORM MUST BE SUBMITTED TO DENNIS FLECK  
ONE WEEK PRIOR TO THE EVENT!!**

**Minnie Evans Arts Center  
NHCS Technical Support Form**

Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date(s) of Events: \_\_\_\_\_ Event Name: \_\_\_\_\_

When do you plan to set-up equipment? \_\_\_\_\_ Event time: *when people arrive - end of cleanup*

Do you want the house doors (*from the lobby into the theater*) open the entire time?  
YES      NO      If No, when should they be unlocked? \_\_\_\_\_

What time will the event begin? \_\_\_\_\_ end? \_\_\_\_\_

Which portion of the facility will you be using?      Theatre      Lobby      Both

If using the theater:      Full Stage      In Front of Main Drapes

Do you need any extra rooms?      YES      NO      How Many? \_\_\_\_\_

Do you anticipate any handicapped participants (*people moving from the audience to the stage*)?  
YES      NO      If yes how many? \_\_\_\_\_

Who will be in charge of set-up? \_\_\_\_\_

Will any services or supplies be arriving before members of your organization will be on site?  
YES      NO      If yes, what? \_\_\_\_\_  
when? \_\_\_\_\_

**Every event in the arts center must have ushers.**

The ushers are there to insure food and drink are kept out of the theater, to hold open doors, pass out programs, and pick up any trash that may be left behind at the end of the event. They also need to remind people to find seats no one can be in the aisles.

Who will be ushering the event? \_\_\_\_\_

Ushers should arrive at least 15 minutes before audience is let in and check in with Ms. Brumm about specific instructions. AHS groups: You may wish to contact one of the community service organizations on campus to see if they can help with the event (IE Tri-M).

