

Auditorium Request Form for District Groups

Completion and submission of this form is the first step to receive approval to use the Newfane auditorium. This is only an application. This does NOT become a permit until it has received approval and verbal/written confirmation.

I/we have been given the regulations pertaining to the use of the Newfane Central School District facilities and have read and understand them. The requesting person/group agrees to accept responsibility for their full and complete enforcement, upon arrival.

Name of Event -

Please allow for setup time when requesting the District Auditorium

DATES				
Setup Time				
Start Time				
End Time				
Periods				

You must explain everything you need for your event, if it is not requested it will not be there at the time of your event. Please check the equipment/set up needs below. Be sure to specify if the set up is needed on the stage or in the pit.

- Microphone & Stand On Stage In Pit
- Cordless Microphone Lavalier Microphone
- Stage Lights
- Spot Lights
- Lectern On Stage In Pit
- PowerPoint Set Up Needed Projector Laptop Network Connection
- Movie Set Up DVD Video Tape
- Overhead Projector
- Screen Down
- Tables On Stage In Pit
- Chairs On Stage In Pit
- Sets of Risers On Stage In Pit
- Band Shell – (The band shell will be set up for the actual performance, not for each rehearsal.)
- Bathrooms open (Afterschool events)
- Other, please specify

***** There is no longer technical support available for the auditorium. Each individual auditorium user will be required to set up their own audio, PowerPoint, movies, etc. The custodial staff will place the equipment requested in the auditorium for each user and will continue to provide set up support for chairs, tables, etc.**

- > Please use the space below to describe or draw the arrangement you would like your risers placed in.
- > If you are requesting more than 10 sets of risers, please complete a work order at least 1 month prior to your event to have the risers transported over to the Auditorium.

Use space to describe or draw the arrangement for the requested risers
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Contact Person/Organization/Group/Team	Evening/Weekend Events Door Unlock/Lock Requests										
Name:	Unlock Time										
Building:	Lock Time										
Extension:	Doors to be Unlocked <i>(Please check all that apply)</i>										
Signature:	<table style="width: 100%; border: none;"> <tr> <td style="padding: 2px;">MS (Bus Circle, Transit, Loading Dock)</td> <td style="text-align: right; padding: 2px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 2px;">NLC Bus Circle</td> <td style="text-align: right; padding: 2px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 2px;">Sunshine Café</td> <td style="text-align: right; padding: 2px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 2px;">East Ave.</td> <td style="text-align: right; padding: 2px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 2px;">Handicap Accessible (behind NLC Office)</td> <td style="text-align: right; padding: 2px;"><input type="checkbox"/></td> </tr> </table>	MS (Bus Circle, Transit, Loading Dock)	<input type="checkbox"/>	NLC Bus Circle	<input type="checkbox"/>	Sunshine Café	<input type="checkbox"/>	East Ave.	<input type="checkbox"/>	Handicap Accessible (behind NLC Office)	<input type="checkbox"/>
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APPROVED

Building Principal: _____

Date:

Auditorium Scheduler: _____

Date:

Please Note: The above form is used to schedule auditorium usage. If any other rooms, MH café, Sunshine Café, MH/IH gyms, locker rooms are needed for the event, a building usage form must be submitted to the MS principal for availability and approval.

How to Check the Auditorium Calendar:

- Log on to the CLIENT version of Lotus Notes
- Click on the OPEN icon in the upper left hand side of the tool bar
- Click on the CALENDAR icon
- Your personal calendar will open up. Pull down the arrow next to the word MORE on the tool bar shown just above where it says day, week, month, etc.
- You will see a list of options - click on OPEN PERSON'S CALENDAR...
- Select Auditorium/Teachers/Newfane/Erie1 - and hit OK
- This will bring up the calendar for the auditorium. You can scroll through the calendar to see which dates/times have events booked.