

Mexico High School Emmons Hall Reservation Application and Equipment Checkout Form

Please return this completed form to **Mrs. Sara Given**, Theatre Director, Mexico High School.

Today's Date _____

Group/Organization Requesting Use: _____

Purpose of Meeting/Event Description: _____

Contact Person in charge _____ Phone _____

E-Mail Address: _____

Adult Supervisors for the event/activity: _____

Date(s) Requested*:

Date _____ Day (circle) S M T W T F S Start Time _____ End Time _____

Date _____ Day (circle) S M T W T F S Start Time _____ End Time _____

Date _____ Day (circle) S M T W T F S Start Time _____ End Time _____

Note: For events that extend beyond one day, please list all dates and start/end times for each day

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EQUIPMENT NEEDED*

Number of Handheld Microphones and stands needed _____

Number of Instrument Microphones and stands needed _____

Overhead (stage) lighting _____ yes _____ no

Front (from balcony) lighting _____ yes _____ no

<i>Office Use Only –</i>	
<i>Microphones issued:</i>	

<small>List Inventory Numbers of Microphones Issued</small>	
_____	_____
<small>Signature of Person in Charge</small>	<small>Date</small>
_____	_____
<small>Emmons Hall/MHS Staff Signature</small>	<small>Date OUT</small>
_____	_____
<small>Emmons Hall/MHS Staff Signature</small>	<small>Date IN</small>

**Use of Emmons Hall Sound of Lighting equipment requires operation by Emmons Hall staff. The charge for such staff is ten dollars (\$10) per hour. Special lighting effects, wireless microphones, and CD/tape operation are available with at least sixty days notice and approval of the Emmons Hall staff.*

Your group will be held liable for any damages to Emmons Hall, or loss or damage of any lighting or sound equipment. Sound equipment must be signed for

The theatre department does not furnish audiovisual or assembly items (such as table, podiums, projectors, extension cords, etc.). These items must be requested through the Mexico High School office, or provided by your organization.

Signature _____ Date _____

This application will be reviewed and scheduled through the Activities Director and the Theatre Director.
Confirmation or notification of conflicts will be forwarded in a timely manner.