

KF-R1

Auditorium Use Request Form

In order to use the auditorium, the renter must get the signed approval of the Auditorium Coordinator. This requires a meeting with the Auditorium Coordinator in the Auditorium in advance of the rental date. At this meeting, the Auditorium Coordinator will determine:

- 1) Whether the space is available at the time requested, and
- 2) How many staff will need to be in attendance to provide the services necessary.

At a minimum, the District requires one staffer present to provide access to the sound and lighting booth. Due to the equipment, that space cannot be used by a renter without staff present.

To be completed by the Renter.

Organization Name:

Contact Name:

Phone Number:

Email Address:

Event Name:

Event Description:

Special Requests (i.e. microphone(s), podium, lighting, sound, video, etc.):

Date(s) Requested:

Times Requested When will you need access to the space to set up?

When will the event start?

When will the event end?

When will you be done breaking down the event?

How many attendees do you anticipate including participants and audience members? _____

Notes:

- The Auditorium Capacity is 308
- A police officer and crowd controller (a member of the Pelham Fire Department) are required to be on duty at any function involving 250 people or more. Arrangement for police protection and crowd controller are the responsibility of the organization.
- No food or drink is allowed in the auditorium.
- Requests to use facilities in addition to the auditorium are requested through the Use of Facilities Process posted at pelhamsd.org ⇒ Departments ⇒ Facilities ⇒ Use of Facilities.
- Renters will be charged for the full time agreed to plus 1.5X the standard rate for any additional time.

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To be completed by the Auditorium Coordinator.

- Is the space available at the time requested,? Yes/No
- How many staff will need to be in attendance to provide the services necessary? _____
- Confirmed Date(s) (Every date is a different event for billing purposes.)
- Confirmed Times
 - Access for Set up:
 - Event Start:
 - Event End:
 - End of Break Down:

Signatures

Organization Contact:

Date:

Auditorium Coordinator:

Date:

Rates

Category A Town Sponsored	Category B Pelham Organizations	Category C Non-Profit Non-Pelham Organizations	Category D For Profit Organizations All Others
\$50/day plus \$20 per hour per staffer	\$50/day plus \$20 per hour per staffer	\$200/day plus \$30 per hour per staffer	\$300/day plus \$30 per hour per staffer