

ORANGE BOARD OF EDUCATION
451 Lincoln Ave, Orange NJ 07050-2202

REQUEST FOR USE OF AUDITORIUM FORM

All affiliated groups (schools, internal departments, PTA/PTO, OEA, etc.) or non-affiliated organizations (non-Orange Board of Education) must fully complete this form to request the use of any school auditorium. This form must be submitted to the Building Administrator for their initial approval. All forms must be submitted 30 days prior to the event to ensure dates and coverage are equally available.

- If the Orange Prep Academy Auditorium is being requested this form must next be sent to the Supervisor of Visual & Performing Arts for pre-approval of the dates (availability). This first step only checks on conflicting dates! The form then will be sent along the path for continued signatures and ultimately to the Central Office for final approval.
- If any other auditorium is being requested this form should go to the Office of the Superintendent, 451 Lincoln Avenue.
- Non-Affiliated groups must also fill out the standard "Hold-Harmless Agreement" following formal Board of Education approval. The event will not be held without the Hold Harmless form on file in Office of the Business Administrator.

LOCATION REQUESTED: Orange Prep Academy Auditorium ☐ (Submit form to the Supervisor of Visual & Performing Arts)

Other District Auditorium ☐ (Submit filled out form to the Office of the Superintendent)

School/Building	Date/s requested
Start Time	End Time

- All start and end times are expected to be observed. We will not allow any show to run over the time approved. **FAILURE TO ADHERE TO APPROVED TIMES MAY NEGATE FUTURE USE OF ANY FACILITIES.**
- No event may go past 9:30 PM to ensure the auditorium gets cleared and closed properly and safely.

SCHOOL, ORGANIZATION/INDIVIDUAL INFORMATION ☐ Affiliated ☐ Unaffiliated

Name of Group/Organization	Phone #	
Full Address/School		
Contact Person	Title	Contact Person Phone #

EVENT INFORMATION

Type of Event	Event Objective
Number of Expected participants	Number expected in audience

Will you need stage crew to assist in running your event? (Available at OPA Auditorium only) ☐ Yes ☐ No

Will you need custodial assistance in running your event? ☐ Yes ☐ No

Will you need security to assist in running your event? ☐ Yes ☐ No

Will you need changing rooms (classrooms) outside the auditorium for your use? ☐ Yes ☐ No

Please check equipment you may need: ☐ Microphones ☐ Lighting ☐ On-Stage Assistance (curtains etc.) ☐ Scenery/Sets ☐ Spotlights ☐ Chairs ☐ Tables ☐ Playing Cd's/Audio Cassettes ☐ Playing DVD's/VHS ☐ Projection Screen ☐ Digital Projector ☐ Overhead Projector

Rehearsal Dates/Times if needed:

- Code of Conduct: By signing this document it is expected that the contents of ALL shows will contain NO nudity (partial or full), profanity (live or pre-recorded), use of drugs or alcohol, smoking or any other content unsuitable for family viewing.
- No rehearsal(s) can be granted unless indicated above and pre-approved. Stage Crew Supervisors are NOT authorized to grant additional times/dates to ANYONE nor are they authorized to extend or defer times
- All Groups using the OPA Auditorium are required to schedule a meeting with the Supervisor of Visual and Performing Arts (extension 5056) or the Stage Crew Supervisor working the event no later than 10 days prior to the event. At that time a program or list of events will be needed to ensure the smooth execution of your needs. We cannot guarantee a successful event if we do not have time to work out the "bugs" beforehand.
- Only Stage Crew Supervisors or active members of the student Stage crew are authorized to run the equipment in the OPA Auditorium. No one else is permitted to work the sound, lighting or rigging equipment.

Will you be bringing outside equipment that requires electricity? ☐ Yes ☐ No

- A qualified district staff member must check ALL outside electrical equipment no later than 10 days before the event or it may not be utilized. Contact the Supervisor of Visual and Performing Arts (extension 5056) for more information.
- Absolutely NO pyrotechnics or other flammable effects (open flames) may be conducted indoors in any Orange Board of Education auditorium facility including the use of flash pots, candles, fireworks, and sparklers.

NO FOOD OR DRINK IS TO BE BROUGHT IN OR SOLD BY ANY GROUPS USING THE AUDITORIUM – FAILURE TO COMPLY WILL NEGATE FUTURE USE OF THE SPACE

Account(s) to charge applicable costs:

I am duly authorized to submit this request on behalf of the above organization. I have read and understood the above and to the best of my knowledge have truthfully completed this form. I understand if this form has not been completed properly with accurate information, that it may be grounds for immediate rejection to my request.

Requesting Party (Please PRINT)	Signature of Requesting Party	Date	
Donna Sinisgalli, Supervisor of V & PA (only for OPA Auditorium) Signature	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
Building Principal (Please PRINT)	Building Principal Signature	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date
BA/Board Secretary (Please PRINT)	BA/Board Secretary Signature	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date
Superintendent (Please PRINT)	Superintendent Signature	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date