

VSAA BUILDING USE FORM (paper version)

Must be turned into Annie by noon every Monday to make agenda for weekly Tuesday Calendar meeting.

Activity: _____

Requested by: _____ Today's Date: _____

Activity Date: Day: _____ Date: _____ Start Time: _____ End Time: _____

(If multiple dates, attach list of dates and times needed)

Room(s) or Area Requested: _____

Purpose of Activity: _____

Rehearsal Performance Other _____

Independent Contractor/Presenter No Yes *(If yes, attach copy of Contract)*

VSAA Guest Artist No Yes *(If yes, attach AIR Request with Administrative Approval)*

Fundraiser No Yes *(If yes, attach copy of Fundraiser Approval Form)*

Approximate Number of People Attending/Participating: _____

Food/Beverages: Yes _____ (*NOTE: Food/Beverages are NOT allowed in the gallery) No _____

ALL ITEMS BELOW MUST BE CHECKED PRIOR TO SUBMISSION:

_____ **BUSINESS OFFICE (Jen)**

ASB Cash Box/tickets Donation Box

_____ **VOLUNTEER COORDINATOR (Danelle)**

Reserved seats for student performers _____

Backstage or extra supervision needs _____

Intermission _____

Run time _____

Other: _____

_____ **CUSTODIAL (Donna)**

Set-up _____

Clean-up _____

Heat/AC _____

Reader Board _____

Other: _____

_____ **TECH (Charles)**

Be specific here: _____

_____ **SUPERVISION PLAN attached (Administration)**



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It is understood the person(s) responsible for this activity will adequately supervise the personnel involved, and will make every reasonable effort to assure the security of the facility. In addition, the responsible party will make reasonable effort to leave the area(s) in a clean and orderly condition. Use of the building must be limited to the locations above and proximate restroom facilities.

Applicant Signature

Date

Calendar Committee Notes:

Approved by Calendar Committee: _____
Signed

Date

- Copies to:
- User
 - Business Office
 - Volunteer Coordinator
 - Custodial
 - Tech Mgr.