WEST OTTAWA PUBLIC SCHOOLS
Performing Arts Center
1024 North 136th Avenue
Holland, MI 49424
(616) 738-6970

DISTRICT APPLICATION FOR USE OF THE PERFORMING ARTS CENTER

Date of application:	Name of Group, Class, or Club:
Contact Person:	School Phone #:
Activity:	Anticipated audience size: *(Not to exceed 717)*

Date(s)	Time In	Time Out	Time of Performance

Is this event for profit: NO / YES Is there an admission fee: NO / YES - Amount $_____

Equipment and/or services required (*check those applicable and give details below*):

	Light Board		Chairs (approx. #)		Dressing Rooms
	Sound Board		Tables (approx. #)		Coat Room
	Microphones (approx. #)		Podium		Ticket Booth
	Follow Spots (2 available) – *applicant must provide operator*		Choir Risers (7 available)		Concession Stand
	Overhead Projector		Piano		Scene Shop
	Video Projection		Grand Piano		Choir/Orchestra Room
	Computer Projection		Technicians (approx. #)		Band Room
	Other:		Acoustical Shell		Acoustical Clouds
	Other:		Other:		Other:

Details regarding equipment/services needed:

Applicants should be aware of School Board policy of closing the facility due to weather conditions. In applying for the use of the PAC, I agree to accept all liability for damage to the facility and/or equipment in it and to enforce all applicable Performing Arts Center policies and School Board rules. Fundraisers maybe subject to rental cost.

_____ _____
Signature of Applicant Date

Application approval:

_____ _____
Performing Arts Center Facilitator Date
Irma Tibbitts– Building Services
x6970

No advertising or promotion permitted until application is approved.
Absolutely no food or drink allowed in the Performing Arts Center.
No smoking allowed on school premises.