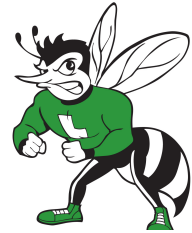


ABRAHAM LINCOLN HIGH SCHOOL
FACILITY USE FORM



Form must be submitted a minimum of two weeks prior to the proposed date of activity.

Today's Date _____

Name of Event _____ Event Date _____

Time in _____ Time out _____ Description _____

Requested by _____ Organization _____

Phone () _____ email _____

Campus Buildings and Fields – Check All that Apply

- New Gymnasium
 - Restrooms Concessions Ticket Booth Bleachers Scoreboard
- Old Gymnasium
 - Restrooms Concessions Ticket Booth Bleachers Scoreboard
- Stadium
 - Restrooms Concessions Ticket Booth Bleachers Scoreboard
 - Press Box
- Tennis Courts
- Baseball Field
 - Scoreboard
- Softball Field
 - Scoreboard
- 100 BLDG Conference Room
- Parent Center (Room 601)
- Classroom _____
- Penthouse
 - Public Safety Science & Engineering Arts Social Justice
- Main Theatre
- Lobby
- Green Room
- Stage Area and Wings
- Band Classroom (Room 936)
- Dance Room (Room 951)
- Little Theatre (Black Box Room 955)
- Box Office
- Dressing Rooms
- Stage Apron (Area in front of main curtain)
- Vocal Classroom (Room 945)

Lighting

- General illumination of stage and audience area is sufficient.
- Event requires use of the cyclorama, (large white curtain hung at the back of the stage).
- Event requires use of a follow spot, (spotlight on an adjustable stand that is manually operated and used to follow a performer moving onstage).
- Event has specific lighting requirements, (please attach a cue list, diagram or lighting plot).

Sound

If your event will be using any prerecorded sound, including sound from video sources please indicate below:

- | | |
|-------------------------------------|--|
| <input type="checkbox"/> CD Player | <input type="checkbox"/> Audio Cassette |
| <input type="checkbox"/> VCR | <input type="checkbox"/> DVD |
| <input type="checkbox"/> Mini Disk | <input type="checkbox"/> Laptop Computer |
| <input type="checkbox"/> Microphone | |

Equipment Needed

- | | |
|---|---|
| <input type="checkbox"/> 35mm Slide Projector | <input type="checkbox"/> Overhead Projector |
| <input type="checkbox"/> Video Projector | <input type="checkbox"/> Dry Erase Easel |
| <input type="checkbox"/> DVD Player | <input type="checkbox"/> Podium/Lectern |

For Site Use Only

Staff Needs

- Custodial
- Security
- Video equipment operator
- Audio Console operator
- Lighting operator (lighting controls and follow spot)
- Curtain operator
- Winch controls (over stage rigging) operator
- Projection screen operator

Comments:

Distribution List

_____ Executive Principal	_____ Center Administrator
_____ Site Operations Specialist	_____ Plant Operations Supervisor
_____ Arts Coordinator	_____ Athletic Director
_____ Tech Coordinators	_____ Other

Approved _____ Date _____