MAINE SCHOOL ADMINISTRATIVE DISTRICT NO. 75: Request for Use of School Facilities

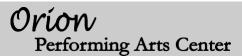
Return this form to the school office where the event will occur.

For Orion Performing Arts Center, contact OPAC Coordinator at 729-2950 ext.7506; 66 Republic Dr. Topsham, ME 04086
For MTA High School Gym or Athletic Fields, contact the Athletic Director at 729-2951 ext. 8080.
For MTA Middle School Gym or Athletic Fields, contact the Athletic Director at 729-2950 ext. 7142.

**If any KITCHEN is needed, please indicate below, and contact Food Services Director at 729-9961 ext. 1025.

		-				ili aamission be chargea?	
Name	e of spo	nsor, event,	and brie	ef description:			
Food	Services	s has been c	ontacte	d and will be provid	ding food:YN; Estima	ated attendance:	
			-		et-up is also required.):	on n 2 of this form if needed)	
_	(For excellent service, please be clear. Use more than one line and <u>additional space on p.3</u> of this form, <u>if needed.</u>)						
Day	Date	Arrival & Departure Times	Total Hours	Type of Activity & Time of Event	Specific Location(s) Needed Include Room # if known (Classroom, Café., Kitchen, Gym, Field, Orion stage, Orion lobby, etc.)	Required Set-Up and Equipment for Each Location (Be specific; no equipment will be provided without prior notice.)	
Mon.	1/11/13	Example: 3p.m10p.m.	7 hrs.	Board Meeting, 6-8 p.m.	Double Classroom	U-shaped table with skirt, Audience theater seating, podium, 2 mics, projector	
			+				
SPO	NSOR G	 GROUP DETAI	<u> </u> (
					Contact Person:		
Emai	ı l:				Best phone number:		
Full <i>F</i>	٩ddress:	(Street, Towr	າ, State, ັz	ZIP):			
Billin	g Contac	ct & Address (if differe	ent):			
Acco	rding to	Procedure KF	-R, I beli	eve that my group qu	ualifies for the following usage fe	ee categorization:	
F	ee exem	ıpt	Fe	e Chart A	Fee Chart B		
for th	nis reaso	n:					
unders	stand tha	•		• •	re bound to the M.S.A.D. No. 75 F have read and agree to Addendu		
ignatuı	re:				D	Date:	
o be c	omplete:	d by administ	tration:	INFO. SENT TO:	Custodial Tech Staff Confirmation Sent to Requ		
FEE(S) ASSESSED:N/A							
NSUF	NSURANCE REQ'D:NoYes (Group must present a Cert. of Insurance naming M.S.A.D. No. 75 as an addt'l insured.)						
OLIC	CE PRE	SENCE:	Yes	_No (Number of off	ficers):		
		*APPROVA	L:		Date	b::	
		*Facility A		•	cing Lots, OPAC Coordinator for the Ori I Fields at Mt. Ararat Middle and High S	<u> </u>	
		P	lease co	mplete p. 2 for speci	fic information required for O	rion use.	

The following additional section is required for use of the Complete page one of this form as well.



TICKET PRICES / CONCESSION INFORMATION:							
Adult: \$	Child: \$	Student : \$	Senior: \$	Estimated Attendance:			
				Reserved Seating:			
Will there be an intermission? Yes or No If so, when and how long?							
PLEASE NOTE: NO ALCOHOLIC BEVERAGES ARE ALLOWED ON THE ORION PREMISES.							
PERFORMANCE DATE(S) & START TIME:							

EQUIPMENT/MATERIALS SPECIFIC TO THE ORION:

Below you will find equipment that can be provided by the Orion. Please check the appropriate box orwrite the number of item(s) you will need. Please see attached sheet for pricing.

SOUND				
Piano				
Sound System				
# of Mics				
Tape Deck				
CD Player				
(Name of your Sound Tech)				
LIGHTING				
General				
Theatrical				
(Name of your Light Tech)				

STAGING EQUIPMENT					
# of Chairs					
# of Tables					
Lectern (speaker)					
Podium (conductor)					
Choral Risers					
Video Projector/S	Video Projector/Screen				
MIS	MISCELLANEOUS				
Refrigerator					
Dressing Rooms					
Man-lift (requires					
ing and indemnifi	cation)				
SEATING (Check one)					
700 Audience		900 Audience			
Seats		Seats			

What, if any, equipment or materials will your group be bringing into the Orion? Examples: sound or light boards, microphones, spotlights, etc.

PLEASE PROVIDE A SKETCH OF YOUR REQUIRED SET-UP.

USE THIS PAGE ONLY IF NEEDED FOR COMPLEX EVENT.

ADDITIONAL SPACE TO ADD DATES AND TIMES FOR EVENT(S): (For excellent service, please be clear. Use more than one line if needed and attach additional sheets if necessary):

Day	Date	Arrival & Departur eTimes	Total Hours	Type of Activity (Rehearsal, Meet- ing, Practice, etc.) & Time of Event	Specific Location(s) Needed (Classroom, Cafeteria, Kitchen, Gym, Field, Parking Lot, Orion Stage, Orion Lobby, etc.)	Required Set-Up and Equipment for Each Location (be specific; no equipment will be provided without prior notice.)
Mon.	1/11/13	3 PM-10 PM (EXAMPLE)	7 hrs.	Board Meeting 6-8 pm (EXAMPLE)	Double Classroom (EXAMPLE)	U-shaped Table with Skirt, Audience Theatre Seating, podium, 2 mics, projector

SKETCH YOUR SET-UP HERE AND/OR ON THE BACK OF THIS FORM FOR ACCURACY:

Request for Use of School Facilities Addendum A Changing/Cancelling Reservations

Maine School Administrative District No. 75 reserves the right to change the requirements for use of School Facilities, or cancel reservations, as a result of revised Covid 19 safety protocols required by the Maine Department of Education, the Maine CDC, and/or the MSAD No. 75 Board of Directors.

Changing requirements may include, but are not limited to requiring all individuals to wear masks, implementing social distancing, and limiting the number of participants. The need to change the requirements for use of School Facilities may occur with little notice.

Should the requirements for use change, sponsoring groups may cancel their reservations and any fees already paid will be fully refunded. Should the District cancel a reservation any fees already paid will be fully refunded.