

## Robert M. Merryman Performing Arts Center Technician / Custodian Facility Use Form

Renter/Show: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date/s of Rehearsal: \_\_\_\_\_ Set Up Personnel Arrive: \_\_\_\_\_ Rehearsal Ends: \_\_\_\_\_

Date/s of Event: \_\_\_\_\_ Set Up Personnel Arrive: \_\_\_\_\_ Tear Down Ends: \_\_\_\_\_

Doors for Public Opened At: \_\_\_\_\_ Show Starts At: \_\_\_\_\_

When advertising your show, we must be called: *Merryman Performing Arts Center.*

Stage:	Yes	No		Number of Chairs:(100)	
Reception Hall:	Yes	No		Chair Location: Stage / Lobby / Reception Hall	
Lobby Use:	Yes	No		Tables: 8'(19)	6' (8)
Gym:	Yes	No		Table Location: Lobby / Reception Hall / Stage / Gym	
Conference Room:	Yes	No		Chair / Table Setup Reception Hall Diagram: East  N <span style="float: right;">S</span>  West	
Kitchen:	Yes	No			
Dressing Rooms:	Yes	No			
Main Floor: w/bathroom		w/out bathroom			
2 <sup>nd</sup> Floor: w/bathroom		w/out bathroom			
Choral Risers:	Yes	No	#:		
Projector / Screen:	Yes	No			
Podium:	Yes	No		Backstage Technician:	Yes No
Microphone:	Yes	No	#:	Followspot Operator:	Yes No
Concert Grand Piano	Yes	No		Sound Technician:	Yes No
Piano Tuning Request	Yes	No		Custodian:	Yes No
Sound, Lighting, Projection, Crew Needs:					
Note: Events requiring audio incur technician fees for prep and restoration. Minimum charge \$20.00					
Misc./Other:					

No food, drink or gum allowed in theatre.

The building closes at 11:30PM, please plan accordingly.

Merryman Performing Arts Center is a drug-free, tobacco-free and alcohol-free zone.