

APPLICATION/CONTRACT FOR FACILITY USE
DEVOS CENTER FOR ARTS AND WORSHIP
ON THE CAMPUS OF GRAND RAPIDS CHRISTIAN HIGH SCHOOL
 2300 Plymouth Rd SE

Invoice #: _____
 Today's Date: _____

SCHOOL/GROUP INFORMATION

School/Group:		
Contact Name:		
Billing Address:		
City	State	Zip
Business Phone:		Home Phone:
Fax:		Email:

EVENT INFORMATION

Event Names and Purpose of Activity: _____

DATE OF EVENT	SETUP, REHEARSAL, SHOW	TIME IN	CURTAIN TIME	TIME OUT

ATTENDANCE & SEATING

Estimated Attendance (Not to exceed 1200) _____
 Seating: General Admission Reserved (ticketed) General Seating (ticketed)

Please check one

Ticket Prices: Adult \$_____ Children \$ _____ Seniors/Students \$_____

Tickets will be available at the following locations _____

ROOMS

Rooms requested for each date

- CAW Auditorium Gym Lobby Scene Shop Box Office
 Band Room Dressing Room Upper Lobby Choir Room
 Orchestra Room Studio VanAndel Lobby

EQUIPMENT

Please check any equipment you will need and indicate the quantity

ITEM	X	QUANTITY	NOTES
*Piano			
Music Stands			
Stand Lights			
Choir Risers			
Orchestra Pit (pit/stage/seating)			
Podium Speaker or Conductor Circle as many as needed			
Video Projector SM or LG Please circle one			
Microphones			
VCR			
Video Monitor			
CD Player			
Computer			
Follow Spots			
*Will you hang anything from stage batons? NO YES			
Tables & Chairs (see below)			
Other Equipment			

*Must contact Technical Director two weeks before first date requested

TABLES & CHAIRS

8' Banquet Rectangle 5' Round (max. 28) How many chairs? _____

RENTAL INFORMATION & AGREEMENT

Students are not allowed to operate theater equipment. In order to properly protect the DeVos Center for Arts and Worship, adequate supervision must be arranged prior to facility use. Please arrange for at least two adults with each group of 15 students. If necessary, the CAW will arrange to hire supervisors paid by school/group.

The Grand Rapids Christian Schools will not be assessed charges of the DeVos Center for Arts and Worship or any of its equipment.

Every group/organization using the DeVos Center for Arts and Worship needs to provide the following:

- Certificate of liability insurance
- Deposit, specified as \$ 250
- Verification that they have read and will comply with the usage policy and procedures

I have read and agree to be bound by the DeVos Center for Arts and Worship regulations and usage policy. I will accept all liability for damage to the building and/or equipment, and responsibility to enforce all applicable policies. I further understand that this is only an application and we are not entitled to use the facility and equipment until this application has been approved and returned with all necessary signatures.

Applicant's Signature: _____ Date: _____

Managing Director's Signature: _____ Date: _____