



Facility Use Department

AVAILABILITY REQUEST FORM

INSTRUCTIONS: Please complete this form and return to the Facility Use Department.

EMAIL: Send as an attachment to facilitypermits@smmusd.org OR print and fax to 310-255-7992.

SPORTS FACILITY REQUESTS can be emailed directly to bpart@smmusd.org (Brian Part).

THIS FORM IS NOT A PERMIT

A Permit will be issued only after a completed agreement is signed by your organization and SMMUSD

TO BE COMPLETED BY APPLICANT

Today's Date:		Organization applying: <i>The Organization is responsible for the facility permit including indemnification, liability insurance and proof of tax status.</i>		
Organization a 501(c)3 nonprofit? Yes <input type="checkbox"/> No <input type="checkbox"/>				
Name of Event:				
School site requested: <i>(example: Olympic HS)</i>		Type of venue requested: <i>(example: auditorium, gym, etc.)</i>		Date or date range:
Walk-on time: <i>(the time the first person will walk onto the site for set-up, decoration, etc)</i>		Time event begins:	Time event ends:	Walk-off time: <i>(the time the last person will leave the site)</i>
Is this a recurring event? <i>(example: "every Thursday" or "Mon-Fri") list days of the week:</i>				
Describe your event: <i>(If you need more room, you may add an attachment.)</i>				
Personnel needed: <i>(example: security officers, custodians, technicians). NOTE: Some personnel will be required.</i>				
Equipment you need us to provide: <i>(example: sound equipment, field goals) or supply technical rider.</i>				



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

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TO BE COMPLETED BY APPLICANT

Anticipated audience size:	Total # non-audience members at setup or rehearsals:	More than half of attendees will be SMMUSD students? Yes <input type="checkbox"/> No <input type="checkbox"/>	Admission Charge:
Please describe any parking needs: <i>(example: buses)</i>		List of crew or production vehicles needing on-site parking: <i>(# box trucks, craft services, etc.)</i>	
Do you have anything that needs to be rigged or hung? <i>Notes:</i>		Yes <input type="checkbox"/> No <input type="checkbox"/>	Describe your power needs:
Special lighting cues / looks desgined or programmed? <i>Notes:</i>		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Will you require a technical or dress rehearsal? <i>Notes:</i>		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Tell us anything else we should know about your organization or event to ensure a succesful rental:			

ORGANIZATION CONTACT INFORMATION

Lead organization's phone number(s):	Land Line:	
	Mobile:	
	Fax:	
Lead organization's street address:		
City:	State:	Zip:
Contact name:	Contact title:	
Contact's preferred phone #:	Contact's alternate phone #:	
Contact's Email:	<i>Confirmations, invoices, and other paperwork will be sent to this email address only.</i>	
Contact's street address:		
City:	State:	Zip:

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TO INQUIRE ABOUT YOUR APPLICATION, send an email to facilitypermits@smmusd.org

or call: 310-395-3204 X71586



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SELECT ALL THAT APPLY

STAGING

<input type="checkbox"/> Band / Orchestra Risers* (platforms)	<input type="checkbox"/> Stage Pit extension* - Barnum Hall only
<input type="checkbox"/> Choral Risers* (folding risers)	<input type="checkbox"/> Marley Dance Floor*
<input type="checkbox"/> Band Shell* (middle schools)	<input type="checkbox"/> Podium - to stand on
<input type="checkbox"/> Music Shells* - Parial (side & back only)	<input type="checkbox"/> Lectern - to stand behind
<input type="checkbox"/> Music Shells* - Half Shell (side & upstage black)	<input type="checkbox"/> Stage scenery, props, etc. to be loaded in
<input type="checkbox"/> Electrical outlet required	<input type="checkbox"/> Stage drops, curtains etc. to be hung
<input type="checkbox"/> Follow Spotlight(s)* <input type="checkbox"/> One <input type="checkbox"/> Two	<input type="checkbox"/> Stage Tech required for load in &/or hang
<input type="checkbox"/> Special lighting looks to be programmed	<input type="checkbox"/> Techs will move scenery during performance
<input type="checkbox"/> Technical or Dress rehearsal required	<input type="checkbox"/> Special effects (no smoke, haze, glitter, confetti, snow)

**Rental and labor charges may apply*

VIDEO

AUDIO

<input type="checkbox"/> Video Projector*	<input type="checkbox"/> Sound System
<input type="checkbox"/> Projection Screen	<input type="checkbox"/> Handheld Microphone(s), Quantity:
<input type="checkbox"/> Playback from computer, Ipod, phone	<input type="checkbox"/> Instrumental / Choral Microphones
<input type="checkbox"/> Blue-Ray Player	<input type="checkbox"/> Wireless Ear Mic(s),* Quantity:
<input type="checkbox"/> TV	<input type="checkbox"/> Mic Stand(s), Quantiy:
<input type="checkbox"/> Live Video Feed to another room with TV*	<input type="checkbox"/> Audio Stage Monitors, Quantity:

**Rental and labor charges may apply*

MUSIC

<input type="checkbox"/> Grand Piano*	<input type="checkbox"/> Pipe Organ - Barnum Hall*
<input type="checkbox"/> Piano Tuning*	<input type="checkbox"/> Other Instruments (write in)

**Rental and labor charges may apply*

AUDIENCE SERVICES

FOOD - TENTS - SALES - GENERATOR

<input type="checkbox"/> Chairs, Quantity:	<input type="checkbox"/> Cold drinks served or sold*
<input type="checkbox"/> Tables, Quantity:	<input type="checkbox"/> Cold food served or sold*
<input type="checkbox"/> Stanchions, Quantity:	<input type="checkbox"/> Hot food served or sold*
<input type="checkbox"/> Floor Covers* (Gyms only)	<input type="checkbox"/> Hot food prepared or heated*
<input type="checkbox"/> Barnum Hall patio setup (provide map)	<input type="checkbox"/> Merchandise sold
<input type="checkbox"/> Audience Services Coordinator (req. for over 200)	<input type="checkbox"/> Tents or canopies*
<input type="checkbox"/> Other (write in)	<input type="checkbox"/> Other (write in)

Food service vendors must show licenses and certificates of compliance with food safety regulations and permits.