



## APPLICATION FOR USE OF THE BHS AUDITORIUM

2100 Slayden Street  
Brownwood, TX 76801

Organization: \_\_\_\_\_

Fax: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Local Address: \_\_\_\_\_

Email: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Will Admission/ Registration be charged? \_\_\_\_ Yes \_\_\_\_ No

Time Requested: \_\_\_\_\_

Actual time of Event: \_\_\_\_\_ To \_\_\_\_\_

### LOCATION REQUESTED:

\_\_\_\_\_ Auditorium \_\_\_\_\_ Dressing Rooms \_\_\_\_\_ Green Room

Purpose or type of Program: \_\_\_\_\_

Est. Attendance: \_\_\_\_\_

### MATERIAL/EQUIPMENT REQUESTED (*please specify number*):

Table \_\_\_\_\_ Sound System \_\_\_\_\_ Chair \_\_\_\_\_ Computer \_\_\_\_\_ Podium \_\_\_\_\_

LCD Projector \_\_\_\_\_ Microphone \_\_\_\_\_

DVD \_\_\_\_\_ Screen \_\_\_\_\_ Wireless Mic \_\_\_\_\_

CD Player \_\_\_\_\_ Other \_\_\_\_\_



**GUIDELINES:** Late requests will not be honored. Reservations are tentative and subject to cancellation until approved. A request may be denied if it conflicts with other activities. Applicants are responsible for the proper use of the facility/equipment, damages, conduct of the organization's members/guests, and agree to respect the rights of groups in adjoining areas.

**APPLICATION DUE 14 DAYS PRIOR TO THE EVENT**

**REFRESHMENTS:** Food/Drink is not allowed in the auditorium under any circumstances! Food and drink is allowed in the Green Room only!

*I have read and fully understand the above guidelines. I am also aware that failure to comply with these guidelines may result in the loss of privilege to use the BHS Auditorium for 30 days.*

Signed Date: \_\_\_\_\_

Applicant Approved: \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
BHS Principal

Applicant Approved: \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
BHS Theatre Director



**ADDITIONAL USAGE GUIDELINES**

- Applicants are responsible for payment of fees. Invoices are mailed one week after events and must be paid within 30 days. **NONPAYMENT WILL RESULT IN THE LOSS OF PRIVILEGE TO USE THE FACILITY.**
- Reservations are tentative and subject to cancellation until approved by authorized BISD personnel.
- Parking for patrons is available.
- Do not attach anything to walls, ceiling or glass.
- If an event is cancelled, notification must be received within 48 hours prior to avoid loss of privilege to use the facility and forfeiture of all fees.
- *Please address questions/concern to Lindsay Smith, BHS Principal, at (325) 646-9549.*

*I agree to abide by the regulations governing use of space, understand the terms and conditions, and accept the responsibility and liability as defined for the financial obligations.*

Signed: \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_

Applicant

**Please return to:**  
**BHS**  
**c/o Shannon Lee**  
**Director of Theatre**  
**2100 Slayden**  
**Brownwood, Texas 76801**

\_\_\_\_\_  
For Office Use Only: Rec'd

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Approval: \_\_\_\_\_

Room Rental: \$ \_\_\_\_\_ Budget: \_\_\_\_\_

Labor: \$ \_\_\_\_\_ Budget: \_\_\_\_\_

Misc: (clean-up, A/V, reset, damages): \$ \_\_\_\_\_

Budget: \_\_\_\_\_ Approval: \_\_\_\_\_