



**Chisago Lakes Area School ISD #2144**  
**Chisago Lakes High School Performing Arts Center**  
**Reservation/Permit Request**

**Please note: completed request forms must be submitted to the  
 Community Education office at least 10 business days before the first day of your event  
 with a \$15 nonrefundable processing fee for all requests, excluding class #1 school sponsored activities**

Event/Activity Name: \_\_\_\_\_

Organization or Group Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Choose One:  Public Organization  Private Organization State/Federal ID # \_\_\_\_\_

Mailing Address or School Building : \_\_\_\_\_

Phone Number or District #2144 Extension : ( ) \_\_\_\_\_ Cell # \_\_\_\_\_ FAX# \_\_\_\_\_

Estimated attendance:  # preschool  # school age students  # adults  # senior citizens

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

*Please use a separate form for Rehearsal dates/times and Performance dates/times.*

Event Date(s): \_\_\_\_\_  Performance  Rehearsal  Meeting

Set-up Time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_ Tear Down End Time: \_\_\_\_\_

- Facility Request
- PAC
  - PAC Lobby
  - Stage Full
  - Stage in front of curtains
  - Lobby Restrooms
  - Ticket Booth
  - \_\_\_ General Adm. Tickets
  - \_\_\_ Reserved Seat Tickets
  - Make Up Rooms
  - Dressing Rooms
  - Showers
  - Catwalk
  - Concession Stand
  - \*Gym- date/time \_\_\_\_\_
  - \*Café- date/time \_\_\_\_\_
  - Other \_\_\_\_\_
  - Other \_\_\_\_\_

- Technical Request
- Podium
  - # of Wired Mics/Stands \_\_\_\_\_
  - # of Wireless Microphones (4) \_\_\_\_\_
  - # of Wireless Clip-on (4) \_\_\_\_\_
  - CD Player
  - Cassette Player
  - VCR/TV
  - DVD Player
  - Powerpoint Presentation
  - Overhead Projector
  - Large Projector Screen
  - House Lights
  - Concert Lights
  - Theatrical Lights
  - Spot Lights
  - \*IP Video\*\*
  - Other \_\_\_\_\_

- Equipment Request
- \_\_\_\_\_ Grand Piano\*
  - \_\_\_\_\_ Piano Tuned - \$80 or more
  - \_\_\_\_\_ # of Chairs on Stage (up to 110)
  - \_\_\_\_\_ # of Choir Risers\*\* (up to 5)
  - Staging Flats (4'x8' sections):
  - \_\_\_\_\_ 24-inch (up to 7)
  - \_\_\_\_\_ 16-inch (up to 16)
  - \_\_\_\_\_ 8-inch (up to 4)
  - \_\_\_\_\_ \*Half Acoustic Shell\*\*
  - \_\_\_\_\_ \*Full Acoustic Shell\*\*

*For Office Use Only*

**STAFF NEEDED:**

PAC Supervisor \_\_\_\_\_

# of Tech's assigned \_\_\_\_\_

Sound \_\_\_\_\_

Light \_\_\_\_\_

*For Office Use Only*

\_\_\_\_\_ Date received by CE Ofc

\_\_\_\_\_ Dates Approved by \_\_\_\_\_

\_\_\_\_\_ Copy to PAC Supervisor

\_\_\_\_\_ Assigned Light & Sound Tech.

\_\_\_\_\_ Date rcvd Certificate of Insurance

# \_\_\_\_\_ Classification

Extra custodial cost for large equipment set-up/tear down  
 Costs in addition to facility charges:  
 PAC Technician - \$8-11 per hour  
 Custodial Rate - \$30.00 per hour

\*\*Denotes additional hourly charge for set up/tear down  
 \* Denotes additional use charge

**Note: Prior to your event, you will receive a call from the PAC Supervisor regarding your event needs.**

Signature of applicant/authorized agent \_\_\_\_\_ Date \_\_\_\_\_