



River Arts Center In-District Usage Form

Event Date _____

Today's Date _____

Organization _____

Contact Person _____

Phone _____

Email _____

Event _____

Performing Arts _____ Exhibition/Display _____ Meeting/Lecture _____

Date (s) Requested _____ Setup Time _____ Start Time _____ End Time _____

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Areas to be Reserved

Gallery _____ Serving Kitchen _____ Lobby Areas _____ Display Cases _____

Theatre _____ Dressing Rooms _____ Box Office _____ Scene Shop _____

Gallery Setup

Octagon Tables # _____ Set Up: _____

8' Tables # _____

Serving/Head Tables # _____

Chairs # _____

Will you be serving food? (To insure compatibility with the current art display.) Yes / No

Theatre Set up

General Set up for Stage _____

Sound/Light Needs _____

AV and Technical Equipment

Flip Chart _____ Screen _____ Overhead Projector _____

Lectern _____ PA System _____ Video Projector _____

DVD/VCR/TV _____ Piano _____ Slide Projector _____

Microphones _____ Wireless Mics _____ Lapel Mics _____

Technical Staff You must have an approved technician to use the theatre.

Name: _____

To reserve an area in the River Arts Center, you can either call Brad Toberman (643-5636),

email: toberbr@staff.saukpr.k12.wi.us or send this form to his mailbox at the High School.

There is a \$0.35/Ticket fee for events charging admission.

_____ Initialed when approved & entered on the calendar

_____ Date