

CLAYTON COUNTY SCHOOLS PERFORMING ARTS CENTER RESERVATION REQUEST FOR SCHOOL GROUPS

(Complete all information requested; submit one form for each event request.)

Rank all forms from your school in **YOUR** preferred order of scheduling # _____

USER INFO

Name of school and department: _____ Phone # _____

Name and title of person in charge of THIS event _____

Home phone number: _____

Name of person responsible for scheduling this school's events: _____

DATE INFO

DATE(S) REQUESTED
("first choice date[s]")

TOTAL TIME NEEDED IN PAC
(Include set-up and teardown time.)

ACTUAL STARTING TIME
for performance/show/meeting is:

_____	From _____ To _____	_____
_____	From _____ To _____	_____
_____	From _____ To _____	_____
_____	From _____ To _____	_____

ALTERNATE DATE(S)
("2nd, 3rd, 4th choice date[s]")

TOTAL TIME NEEDED IN PAC
(Include set-up and teardown time.)

ACTUAL STARTING TIME
for performance/show/meeting is:

_____	From _____ To _____	_____
_____	From _____ To _____	_____
_____	From _____ To _____	_____
_____	From _____ To _____	_____

EVENT INFO

TYPE (concert, play, meeting): _____ LIST **ALL** GROUPS PERFORMING: _____

ESTIMATED NUMBER OF PARTICIPANTS: _____ ESTIMATED ATTENDANCE: _____

WILL ADMISSION BE CHARGED? _____ IF YES, AMOUNT: \$ _____

CHECK AREA(S) TO BE USED:

STROUD HALL (1200 Seats) TARPLEY THEATRE (350 Seats) RECITAL HALL (250 Seats)

*Tarpley Theatre is **ONLY** available 7:30 am – 12:00 pm & 6:00 pm – 11:00 pm M-F*

FULL HOUSE WITH MAXIMUM SEATING (1800 Seats)

APPROVAL

MUST BE SIGNED BY ADMINISTRATOR



School Administrator's Signature

Date

COORDINATOR'S APPROVAL

YES NO

Coordinator's Signature

Date