



**ITHACA CITY SCHOOL DISTRICT**  
**Ithaca High School – Performing Arts Center**  
 Managed by the Ithaca Department of Arts Education  
 Application for In District Use



Name of event: Tiddlywinks Club (regular meetings)

Name of organization: \_\_\_\_\_

Name of district staff member: Severin Drix School: \_\_\_\_\_

Phone: 279-2481 Email: drix@htva.net

Briefly describe the event (dance, theatre, lecture, etc): meet, discuss plans for tournaments, play w/

Date(s) of Event: Wednesdays (not every week)

Overall Time Requested: Start: 3:35 End: 4:45

Time of Event: Start: 3 End: 4

All buildings, rooms, and spaces will be locked before and after the requested start and end times. Please allow yourself enough time to set up and clean up the space and remove personal property.

Estimated number of attendees: 5-10 Ticketed Event: ☐ Yes ☒ No

**Please check all the spaces and equipment you are interested in using for your event:**

**SPACES**

- ☐ Kulp Auditorium
- ☐ Black Box Theatre
- ☐ Reception (Lounge) Area

- ☐ Band Room
- ☐ Orchestra Room
- ☐ Chorus Room
- ☐ Dance Studio

- ☐ Men's Dressing Room
- ☐ Women's Dressing Room
- ☐ Box Office
- ☐ Concessions Area

**EQUIPMENT (Kulp)**

- ☐ Basic Stage Masking
- ☐ House Curtain
- ☐ Conductor's Podium
- ☐ 4 Step Choral Risers -8 sections

- ☐ Band Risers - 12 @ 4'-0" x 8'-0" w/ 8", 16", 24" heights (6 ea.)
- QTY: \_\_\_\_\_ @ \_\_\_\_\_ height
- QTY: \_\_\_\_\_ @ \_\_\_\_\_ height
- QTY: \_\_\_\_\_ @ \_\_\_\_\_ height

- ☐ Projector and screen
- ☐ Audio Recording
- ☐ Steinway Grand Piano

**EQUIPMENT (Black Box)**

- ☐ Basic End Stage Seating Layout

- ☐ Upright Piano

**EQUIPMENT (General)**

- ☐ Basic Stage Lighting
- ☐ Lectern
- ☐ Folding Tables QTY: \_\_\_\_\_

- ☐ Single Microphone (Speech)
- ☐ Single CD Player (Sound Playback)
- ☐ Music Stands QTY: \_\_\_\_\_

- ☐ Chairs
- QTY: \_\_\_\_\_ Folding
- QTY: \_\_\_\_\_ Orchestra

Please attach a sketch of the stage layout.

If you require additional sound support beyond a single mic and sound playback, please list all details below.

Name of person, certified in AED Equipment, providing services at your event: Kim Bailey

New York State requires that during activities when students are in attendance a person currently certified to use an AED (automated external defibrillator) must be present. This person must be onsite for the duration of the event, including all set up and breakdown time. If the person listed above is not currently on the ICSD certified list, or if you're unsure, please attach to this form a copy of their current certification.

**Offices, shops, Activities (B) building, and other areas not listed above are prohibited from use unless specifically requested AND use is approved.**



**ENTERED**  
9/12/17

**For Office Use**

Principal of YOUR School \_\_\_\_\_  
 Director of Fine and Perf. Arts \_\_\_\_\_

IHS Head Custodian \_\_\_\_\_

Fr ~~22nd~~ 22nd - W 27<sup>th</sup>

4-11-11