



# Chisago Lakes Area School ISD #2144 Chisago Lakes High School Performing Arts Center

## Reservation/Permit Request

13750 Lake Blvd Lindstrom MN 55045

**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: \_\_\_\_\_

Purpose of use: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

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	Technical Request	Equipment Request
<input type="checkbox"/> PAC	<input type="checkbox"/> Podium *	<input type="checkbox"/> Grand Piano*
<input type="checkbox"/> PAC Lobby	<input type="checkbox"/> # of Wired Mics/Stands	<input type="checkbox"/> Piano Tuned - \$80 or more
<input type="checkbox"/> Stage Full	<input type="checkbox"/> # of Wireless Mic (4)*	<input type="checkbox"/> # of Chairs on Stage (up to 110)**
<input type="checkbox"/> Stage in front of curtains	<input type="checkbox"/> # of Wireless Clip-on (4)*	<input type="checkbox"/> # of Choir Risers** (up to 5)
<input type="checkbox"/> Lobby Restrooms	<input type="checkbox"/> CD Player*	Staging Flats (4'x8' sections):**
<input type="checkbox"/> Ticket Booth	<input type="checkbox"/> Cassette Player	<input type="checkbox"/> 24-inch (up to 7)
<input type="checkbox"/> ___ General Adm. Tickets	<input type="checkbox"/> VCR/TV *	<input type="checkbox"/> 16-inch (up to 16)
<input type="checkbox"/> ___ Reserved Seat Tickets	<input type="checkbox"/> DVD Player *	<input type="checkbox"/> 8-inch (up to 4)
<input type="checkbox"/> Make Up Rooms	<input type="checkbox"/> Computer *	<input type="checkbox"/> *Half Acoustic Shell**
<input type="checkbox"/> Dressing Rooms	<input type="checkbox"/> Overhead Projector *	<input type="checkbox"/> *Full Acoustic Shell**
<input type="checkbox"/> Showers	<input type="checkbox"/> Large Projector Screen	
<input type="checkbox"/> Catwalk	<input type="checkbox"/> Video Projector *	
<input type="checkbox"/> *Concession Stand	<input type="checkbox"/> Concert Lights	
<input type="checkbox"/> *Gym- date/time _____	<input type="checkbox"/> Theatrical Lights	
<input type="checkbox"/> *Café- date/time _____	<input type="checkbox"/> Spot Lights	
<input type="checkbox"/> Other _____	<input type="checkbox"/> House Lights	
<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____	

*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 Supervisor - \$25 per hour  
PAC Technician - \$8-11 per hour  
Custodial Rate - \$35 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 \_\_\_\_\_