

Flex Learning Center Reservation Application V1.0 - North Muskegon Public Schools

- Please use a separate reservation form for each intended purpose. Please a separate form for multiple month's usage (only one month per form). Send application to Tami Budd after building administrator signature for final approval.

Name: _____ Organization / Subject / Grade: _____
 Date of application: _____ Phone: _____
 Email: _____

Intended Primary Purpose (check only one)	Space / Furniture Needed (enter quantity)	Space Configuration (check requests)
<input type="checkbox"/> Public Performance Estimated attendance: _____ Admission charge: _____ Refreshments served: _____ <input type="checkbox"/> Dress (final) Rehearsal <input type="checkbox"/> Regular Rehearsal <input type="checkbox"/> Class Lecture <input type="checkbox"/> Guest Speaker <input type="checkbox"/> A/V Presentation <input type="checkbox"/> Awards Ceremony <input type="checkbox"/> Meeting <input type="checkbox"/> Testing <input type="checkbox"/> Classroom Use <input type="checkbox"/> Equipment / Sets on stage <input type="checkbox"/> Other:	<input type="checkbox"/> Stage <input type="checkbox"/> Lectern (see below) <input type="checkbox"/> ___ Tables <input type="checkbox"/> ___ Chairs <input type="checkbox"/> ___ Music Stands <input type="checkbox"/> ___ Music chairs <input type="checkbox"/> Piano & Bench <input type="checkbox"/> Risers <input type="checkbox"/> Curtains <input type="checkbox"/> Fixed seating area <input type="checkbox"/> Classroom area <input type="checkbox"/> ___ Tables <input type="checkbox"/> ___ Chairs <input type="checkbox"/> Lobby/Hallway <input type="checkbox"/> ___ Tables <input type="checkbox"/> ___ Chairs	Divider Wall <input type="checkbox"/> Open <input type="checkbox"/> Closed Movable Audit. Seating <input type="checkbox"/> Extended <input type="checkbox"/> Retracted Window Curtains <input type="checkbox"/> Open <input type="checkbox"/> Closed Lighting Set-up <input type="checkbox"/> house lighting at ___% <input type="checkbox"/> stage lighting at ___% <input type="checkbox"/> Overflow seating needed

Date(s)/ Time Requested (only one month per application)

Date	Start Time	End Time

Date	Start Time	End Time

Equipment Needed

Presentation (check)	Sound / Light (enter quantity needed)	Other needs/requests
<input type="checkbox"/> Movie Screen <input type="checkbox"/> Video Projector Lectern Equipment: <input type="checkbox"/> DVD / CD Player <input type="checkbox"/> VCR Player <input type="checkbox"/> Microphone <input type="checkbox"/> Computer Hook-up <input type="checkbox"/> Document Camera	<input type="checkbox"/> ___ Handheld wireless microphones <input type="checkbox"/> ___ Clip-on wireless microphones <input type="checkbox"/> ___ Wired microphones / stands / cables <input type="checkbox"/> ___ Stage monitor speakers / cables <input type="checkbox"/> ___ DI Box Sound Booth <input type="checkbox"/> Mixing Console <input type="checkbox"/> CD/CDRW Recorder Deck <input type="checkbox"/> Intercom System <input type="checkbox"/> Stage Light Board <input type="checkbox"/> House Light Board	_____ _____ _____ _____ _____ _____ _____

Administrator signature: _____ Date: _____

Flex Learning Center Reservation Request Guidelines

Reservations are required - check with Tami Budd for availability.

Reservations are not solely based on a first come, first served basis.

Reservations can only be “guaranteed” if no other conflicting requests are made within ten school days of your scheduled reservation.

Reservation conflicts (double bookings) are resolved on the basis of *educational need* as determined by the FLC Manager.

Please be considerate to others who might want to use the FLC – DO NOT OVERBOOK DATES OR TIMES.

Flex Learning Center Usage Rules

Food and drink, with the exception of water, are not allowed in the FLC seating areas.

Students are not allowed in the FLC without staff supervision.

Students are not allowed to use FLC equipment without staff supervision.

Do not use tape, or any other sticky material, on any of the painted surfaces.

Do not pin, staple, tape or otherwise attach anything to the stage curtains.

Do not use the stage area for storage purposes.

After use, please make every effort to return the FLC to its standard configuration as soon as possible.

Please consult with the FLC Manager before reconfiguration of the sound or lighting equipment.

No one is allowed to extend or retract the movable wall or the auditorium seating without the training and permission of the FLC Manager.