

Ura Seeger Memorial Auditorium Use Request Form During School Hours by Teachers/School Organizations

Today's Date: _____

Date of the Event: _____

Time of the Event: _____

Request for use by: _____

Name of Individual in Charge: _____ Contact Number: _____

Contact Email: _____

Area Requested: _____ Lobby _____ Stage _____ Scene Shop _____ Green Room

Video/PowerPoint: Does the device if using your own have HDMI or VGA? _____

Is there sound with the presentation other than a mic for the Presenter? _____

Purpose of the Event (describe fully): _____

Specific Needs: _____

All requests should be returned to:

Ervin Collins Auditorium Supervisor
ecollins@msdwarco.k12.in.us

All events will be scheduled on a first come first serve basis.

We can do multiple events in a day as long as they don't overlap, and we have time to prepare the space between events.