



**Application For Use**  
**Stroede Center for the Arts**  
 319 Wayne Avenue, Defiance, OH 43512  
 Phone (419) 784-3401 Fax (419) 784-4923

<u>For Office Use</u>	
Date Rec _____	By _____
User Group:	
<input type="checkbox"/>	DCCC Partner
<input type="checkbox"/>	Non-Profit Rental
<input type="checkbox"/>	For Profit Rental
<input type="checkbox"/>	Other _____
<b>UPDATED – 12.15.16</b>	
<input type="checkbox"/>	Application Approved
<input type="checkbox"/>	Application Denied
By _____	Date _____
<input type="checkbox"/>	Deposit Paid _____
Total Due _____	
Total Paid _____	
<input type="checkbox"/>	DCTV Coverage

Organization Name \_\_\_\_\_ Event Date \_\_\_\_\_

Profit \_\_\_\_\_ Nonprofit (please list Tax ID# \_\_\_\_\_)

Name of Event \_\_\_\_\_ # of Participants \_\_\_\_\_

Type of Event:    Play/Musical    Dance    Competition    Choir    Presentation  
                          Instrumental    Vocal    DCTV    Other \_\_\_\_\_

Event Description \_\_\_\_\_

Audience Expectation: Demographic \_\_\_\_\_ Size \_\_\_\_\_ (150 maximum)

\_\_\_\_\_ I would like to have my event professionally video recorded.

**DCTV/Defiance Community Television – 419-784-3401 or [dctv@dctv5.org](mailto:dctv@dctv5.org)**

**Requested Dates**

Single Event: List three options in table below.

Re-occurring Event: List all dates in table below. (maximum six months)

Set Requirements: Indicate dates stage will be occupied with set materials.

Dates: Set up \_\_\_\_\_ Set Down \_\_\_\_\_ (maximum 10 days)

Date	Activity (i.e. perf, prod, pres, reh, drsreh)	In Time	Start Time	End Time	Out Time

(List additional dates on separate sheet and attach.)

**USE OF EQUIPMENT REQUIRES PRE-PRODUCTION MEETING**

**(\*additional costs may apply)**

**Access Areas Requested:**    Studio A (Main Hall)    Lobby    Green Room    Studio B    Control Room\*

**Staging:**    Piano\*    Organ\*    Chairs \_\_ (cushion/music)    Music stand(s) \_\_    Table(s): 8'\_\_ 6'\_\_ small \_\_  
 Other \_\_\_\_\_

**Lighting:**    House Lights    Single Scene    Multi-Scene\*    Spotlights\*    Lighting Kit\*

**Audio Visual:**    AV Cart    Podium    Laptop    Portable Projector w/Screen    House Projector w/Screen\*

**Microphones\*:**    Wireless (up to 8) \_\_    Wired \_\_    Overhead \_\_    Other \_\_\_\_\_

**Lobby Set up:**    Tickets table \_\_\_\_\_    Ticket Prices \_\_\_\_\_    Presale \_\_\_\_\_

Merchandise table: Describe items \_\_\_\_\_

Contact _____	Signature _____	Date _____
Address _____	City _____	State __ Zip Code _____
Phone _____	E-mail _____	Other _____

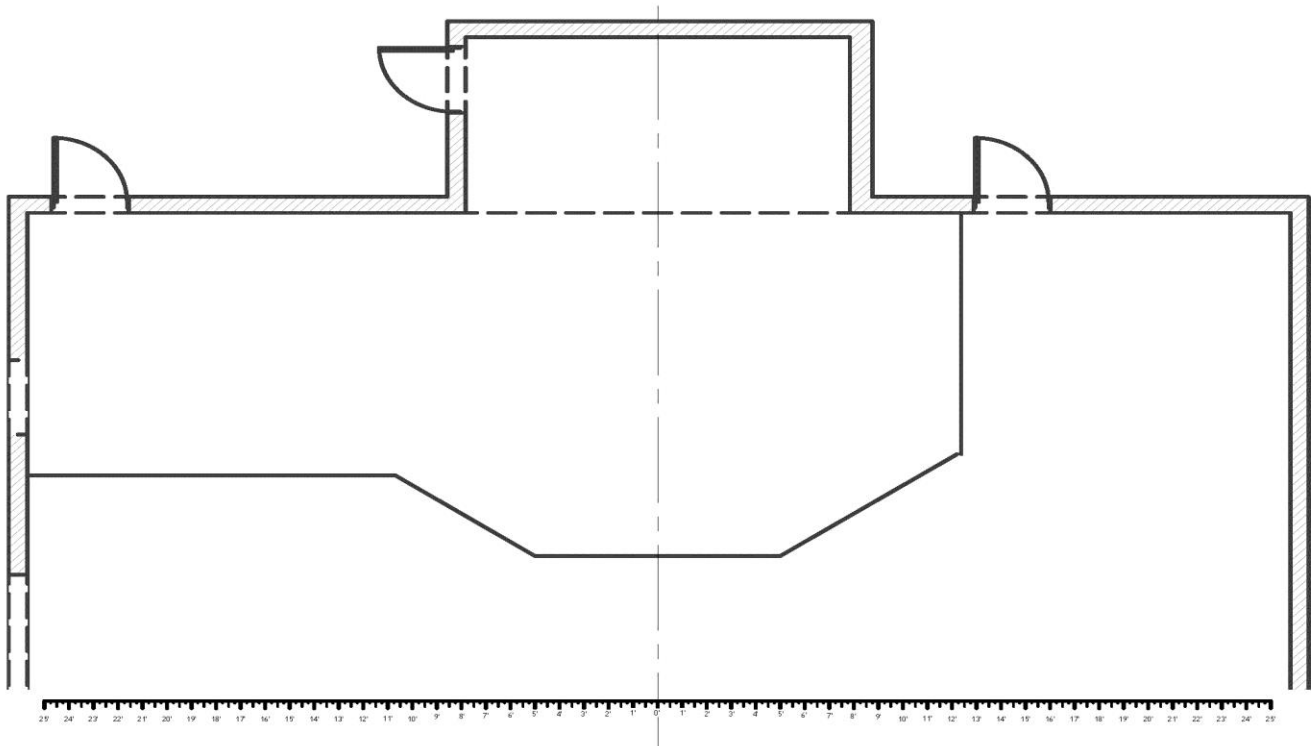
Description of personal equipment and materials being used (i.e. instruments, props, stage set)

Volunteer(s) provided by the renter:

- Camera Operator
- Usher
- Stage Hand
- Lighting Technician
- Sound Technician
- House Manager
- Ticket Taker
- Merchandise Table

Total Trained Volunteers Needed \_\_\_\_\_

Stage Plot: Diagram the stage set-up for the event



**DEFIANCE ARTS & MEDIA CENTER**  
**STAGE PLAN** 3/16" = 1'-0" SCALE  
REVISED: JUNE 19, 2010  
DRAWN BY: BWB