

**Request to Use Drury High School Auditorium
NAPS Personnel Only**

Date(s) of Event: _____

Time of Use: _____

NAPS Employee in Charge: _____

Email address: _____

Phone number: _____

Name of Group: _____

Type of Function: _____

Audio and Visual Equipment Needed:

Requests to Mr. Neville for non-AV equipment such as tables and chairs:

Each 'employee in charge' is responsible for the set up and breakdown of the stage and auditorium. Small equipment such as podiums and decorations must be set up and taken down by the 'employee in charge'. The auditorium is used on a daily basis so immediate breakdown is necessary. Thank you.

Employee Signature: _____

Date Submitted: _____

Principal Approval: _____

Date Approved: _____