



Sisseton School District 54-2
District Facility Use Rental Worksheet
Required for all events - Form #1

Jack Appel - Activities Director
 Sisseton School District 54-2
 516 8th Avenue West
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***Items in red are required**

Facility: (X-box) SHS Performing Arts Center SHS Practice Facility Ben Reifel Gym
 SHS Lunchroom SHS Multi-purpose Room Other (list)

Date(s): Event

Organization(s) Expected Attendance (680 max – PAC)

Contact Person(s) Phone

Address Email

Rehearsal Times: (if applicable or list date if different from the performance date)

Set-up Start/Finish Take-down

Performance Times:

Set-up Start/Finish Take-down

School equipment needed:

Tables (how many/where) Chairs (how many/where)
 Piano (how many/where) Podium (how many/where)

Technical Equipment Needed:

Microphones: (number/style-regular or cordless/locations)
 Screen Internet/Laptop PowerPoint Overhead projector/cart Risers
 Choir Shells DVD/CD (do you want sound hookup?) House lights Stage Lights
 Spot Lights Other light requirements

Times when Technicians are needed for rehearsal and/or performance

Requirement #1 - Call and make arrangements with the SHS Custodial Staff. Contact - David Peterson
Phone 698-7613 ext 323 or 144. This should be done in a minimum of two weeks before the event date.

Requirement #2 - Call and make arrangements with the SHS Technicians. Contact - Janelle Gregg
Phone 698-7613 ext 134. This should be done in a minimum of two weeks before the event date.

Requirement #3 – List 2 adults that will be in charge of supervision at the event. Contact – Jack Appel

1-

2-

These adults will need to be approved two weeks before the event and sign a form with a list of expectations specific for the event.

****When all the requirements listed above are complete, you will be sent a confirmation email.**

Use this page for info that does not fit in the above boxes: