

Southwest Performing Arts Theatre
2001 Ocotillo Drive 🗺 El Centro, CA 92243
(760) 336-4229
www.southwesttheatre.com

Theatre Event Booking Instructions

1. Navigate to www.southwesttheatre.com , click on the **SCHEDULE** link on the left sidebar of the page, choose the Theatre Interactive Calendar, navigate to the proposed date of your event and verify the date shows as available.
2. Add your event to the theatre calendar by clicking on the date that you want to book, fill in as much information as possible, be sure to use a valid email address, as all notifications are by email..
3. Go to the Header of the calendar and click on the Theatre Facility Use Request Form and click on the link to open the Facility Use Request document.
4. Complete the entire Theatre Facility Use Request, being sure to sign and date the form.
5. Click the **PRINT** button to print a copy then click the **SUBMIT BY EMAIL** Button to send to Theatre
6. Download the Facility Use Information Sheet and complete this form with as much technical information as possible, so we may better serve your needs.
7. Print copies of the booking forms for your records, email Facility Use Information Sheet to theatre@cuhsd.net

Alternate Booking Site

1. Navigate to www.cuhsd.net , click on the **Facilities Calendar** link on the left sidebar of the page, choose the Southwest Theatre Calendar, navigate to the proposed date of your event and verify the date shows as available.
2. Add your event to the theatre calendar using the Gold **ADD EVENT** button; fill in as much information as possible, be sure to use a valid email address.
3. Go to the Header of the calendar and click on the Theatre Facility Use Request Form and click on the link to download a Facility Use Request
4. Complete the entire Theatre Facility Use Request, being sure to sign and date the form.
5. Click the **PRINT** button to print a 2 Copies, 1 for your records and one to send to the Theatre
6. Download the Facility Use Information Sheet and complete this form with as much technical information as possible, so we may better serve your needs.
7. Print 2 copies of the booking forms, send 1 copy of the requests to the theatre

Requests submitted will be reviewed, prioritized and approved as per availability. The theatre can be booked anytime throughout the year. All Facility Use Requests must be preceded by the event being added to this interactive calendar

Requests may be approved or denied based on a varied amount of reasons: Safety concerns, time between events, time required to change over sets, and lighting, audio equipment, conflicting event(s) outside of theatre (Gym, Football Field, Graduation etc.) Event not approved or cancelled in the best interest of the School District

The purpose of the Southwest Performing Arts Theatre scheduling procedure is to provide as fair and reasonable access to the building as possible. While CUHSD members have the highest priority of use, said priority does not guarantee exclusive use of the building during the scheduled time. The District Administration reserves the right to alter, change, amend or reconfigure the schedule as it deems fit. This means that a previously scheduled and approved event may be shifted so that another group or organization may use the building for a short-term, time specific event. The week before a performance (known as "Hell Week") shall be left intact as much as is possible.

Arbitration of cancelled / unapproved events will be handled by the Site Administrator

PLEASE BE SURE OF THE DATES YOU ARE REQUESTING!

Cancellations by **ALL USERS** must occur no less than 7 days before intended dates of use.