



Crestview Performing Arts Center
Facilities Use Application

Name of Group \_\_\_\_\_ Date \_\_\_\_\_

Activity \_\_\_\_\_ Number of Participants \_\_\_\_\_

Purpose of Event \_\_\_\_\_

Date of Use \_\_\_\_\_ Time of Use \_\_\_\_\_

Set up Time \_\_\_\_\_

Contact Name \_\_\_\_\_ Contact Phone Number \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Signature denotes agreement to and observance of the Crestview Performing Arts Center Rental Rules and Conditions. Failure to abide by these rule may result in cancellation of the agreement at any time. Signature also denotes that the group and the designated responsible individual agree to indemnify and hold harmless the Crestview Board of Education and its members, employees and gents from claims and liability arising out of, or related to, the use of the facilities.

Signature of Contact Person \_\_\_\_\_

+++++ For School Use Only +++++

Request Approved \_\_\_\_\_ Date \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ You will be billed for this event according to the attached fee schedule (A 20% non-refundable deposit is required.)

\_\_\_\_\_ You will not be billed for this event

Authorized Personnel Signature \_\_\_\_\_

# Crestview Performing Arts Center

## Addendum to Application

Crestview Performing Arts Center Rental Fee \$ \_\_\_\_\_

Rental Fee:

- Non-Profit Organizations--\$150.00 per hour
- For Profit Organizations—\$200.00 per hour
- Lobby only--\$75.00 per hour

### Request for Additional Equipment

**Personnel:**

- Mandatory Personnel Fee (Performing Arts Center Technician) \$15.00/hr. \$ \_\_\_\_\_

*\*All outside organizations will be required to pay the fee for the Technician*

- Additional Personnel \$8.00/hr. \$ \_\_\_\_\_
- Custodial Fee \$9.00/hr. \$ \_\_\_\_\_
- Student Stagehands (lighting & Sound as needed) \$ \_\_\_\_\_

**Sound:**

- Sound System @ \$150.00 when utilized \$ \_\_\_\_\_
- Additional Microphone (Corded) @ \$15.00 \$ \_\_\_\_\_
- Additional Microphone (Cordless) @ \$30.00 \$ \_\_\_\_\_
- CD Player @ \$25.00 \$ \_\_\_\_\_

**Lights:**

- Follow Spot @ \$75.00 \$ \_\_\_\_\_
- Specialty Stage Lighting @ 100.00 when utilized \$ \_\_\_\_\_

**Special Staging:**

- Orchestra Pit (opened) @ \$250.00 per event \$ \_\_\_\_\_
- Movie Screen @ \$ 25.00 per event \$ \_\_\_\_\_
- Projector @ \$ 75.00 per event \$ \_\_\_\_\_

Less 20% Deposit (\$ \_\_\_\_\_)

**TOTAL** \$ \_\_\_\_\_

*By signing I am agreeing to pay the rental price for the Performing Arts Center as well as the associated equipment as set by the Crestview Board of Education.*

Signature of Contact Person \_\_\_\_\_ Date \_\_\_\_\_

## **Crestview Performing Arts Center Rules**

1. Rental Application must be completed and approved by the authorized Crestview Superintendent at least two (2) weeks prior to the event.
2. The person signing the application assumes responsibility for the organization and is responsible for all charges incurred. This person is also responsible for any and all damages to buildings, grounds and equipment.
3. Each organization must provide a 25% deposit fee upon approval of the application. Balance of the rental fee will be due upon receipt of the statement from the Crestview Treasurer's office.
4. Security may be required as determined by the school officials with the cost being the responsibility of the person/group granted the facility usage.
5. Smoking is prohibited on all school property.
6. Possession or consumption of alcohol and /or drugs is strictly prohibited.
7. Open flames and flammable materials are prohibited.
8. Food or drink is not permitted in the auditorium. Food or drink is ***only*** permitted in the lobby area or the cafeteria.
9. Youth organizations must be supervised by an adequate number of adult sponsors to assure proper care and use of school property.
10. Absolutely nothing is to be affixed to floors, walls or equipment.
11. No person shall operate or adjust heating, ventilation, or electrical equipment, except designated school personnel.
12. Shoes with metal plates or toe plates that may damage the stage floor are not permitted.
13. All non-school equipment and decorations must be removed by the contracting organization at the conclusion of the event.
14. Contracting organization must comply with all state and local fire codes.
15. Each person in attendance must have an available seat. Standing in the aisles is prohibited.
16. The Crestview Local School District reserves the right to cancel events at any time due to school related calamities or inclement weather.
17. All activities ***must*** conclude by 11:00 p.m.