|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Performance/Event Date: |  | | Time: | |
| Performance/Event Name: |  | | | |
| Facility Request: | Memorial Hall    K-8 Facility  High School | | Areas: | |
| The Facility will be used for: | | | | |
|  | | | | |
| Organization: |  | | | |
| Contact Person: |  | | | Phone #: |
| Address: |  | | | |
|  | | | | |
| Date of Stage Set: |  | | Time: | |
| Date of Tear Down: |  | | Time: | |
|  |  | |  | |
| Rehearsal Dates: |  | | Time: | |
|  |  | | Time: | |
|  | | | | |
| Outdoor Sign Information: | |  | | |
| Lighting & Sound Equipment Request: | |  | | |
| Additional Equipment Request: | |  | | |
| Areas to be used during performances: | |  | | |

Check all that apply:  Previous Event  New Event  Admission Charged

Ticket needed – How can it be obtained:

     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Person Responsible for Activity Date

*(type name for electronic transmission)*

**INTERNAL USE ONLY**

     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal’s Approval Date

*(type name for electronic transmission)*

**The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agree to abide by the following rental guidelines:**

***(organization)***

1. Smoking is not permitted within the facility.

2. There shall be no alcoholic beverages or liquor brought to or consumed in the building or on the grounds.

3. The use of glitter, spray glitter, confetti or any similar material is ***strictly prohibited*** throughout the entire facility.

4. No food or beverages (including water) is permitted in the auditorium.

5. Putting up decorations or scenery, moving pianos or other furniture and nailing to the stage floor is prohibited unless special permission is granted. There is to be nothing (including nails, pins, staples, tape, etc.) attached to the curtains or drapes.

6. The applicant is held responsible for the preservation of order. It is expected that participants will observe conduct appropriate for the operation of business. The facility is used to conduct official school business and there are to be no yelling, running etc. throughout the facility during the rental times.

7. The District will provide proper dressing rooms and basic stage equipment, but will not provide the use of school furniture or other accessories, and the District assumes no responsibility for properties left on the premises by the applicant.

8. All electrical equipment and arrangements shall be in charge and control of the District or its representatives.

9. The District or its representatives must have free access to all rooms at all times.

10. The auditorium and any other room used by the applicant will be examined carefully after use and the applicant agrees to make good promptly any loss or damage occurring during applicant’s use.

11. All state and municipal fire regulations must be complied with to include no non-permanent seating added. The seating of the hall is 622 seats plus 7 wheelchair accessible spaces. Standing Room Only is not permitted.

12. Aisles, stairs, or other means of exiting are not to be blocked with any chairs, tables, or other materials.

13. An announcement is to be made not more than 10 minutes prior to each program to notify occupants of location of exits.

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Signature of Person Responsible for Activity Date

*(type name for electronic transmission)*