

APPLICATION FOR PERMIT TO USE SCHOOL DISTRICT PERFORMING ARTS FACILITIES

Permit Number

Auburn School District No. 408
Auburn, Washington 98002

Certificate of Insurance yes no
Expires _____
(\$1 million min. liability required)

APAC/ART/TAM _____ Other specific areas/items requested (*only those areas/items requested will be available*) _____
Purpose _____ Tax exempt, non profit organization Yes No

Name of person or organization using facility _____ Address _____ City _____ Zip _____ Home Phone _____

Name of person in charge during use _____ Email Address _____ Work Phone _____

<u>Day(s) of Week</u> <small>(Attach schedule if necessary)</small>	<u>Date(s)</u>	<u>Time: (IN / OUT)</u>	<u>Time</u> <u>Event Starts</u>	<u>Comments/Specifications:</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Will there be concessions? _____ Intermission? _____
How long? _____ Will there be an admission or donation taken? _____
How much? _____ Expected audience: # _____

CHARGES

Building Fee \$ _____
Utility Surcharge \$ _____
TOTAL \$ _____
(not including labor or insurance)

SEND CONFIRMATION/ BILL TO:

Name _____
Address _____ City _____ State _____ Zip _____

NOTICE: TOBACCO USE IS PROHIBITED IN/ON ALL FACILITIES AND GROUNDS.

RENTAL FEE SCHEDULE (THEATRES)

Auburn Performing Arts Center (APAC)

	<u>B</u>	<u>C</u>	<u>D</u>	<u>Utility S/C</u>
Performance (4 hour minimum)	325	550	675	20
Performance (each additional hour)	40	100	140	5
Rehearsal (non-performance day/ 5 hr. min.)	225	375	475	20
Rehearsal (each additional hour)	20	60	85	2
Second performance/ same day (4 hr. min.)	225	350	475	20
Meeting only (3 hour minimum)	200	325	425	15
Meeting only (each additional hour)	45	85	135	2

Auburn Riverside Theater (ART)

Theatre @ Auburn Mountainview (TAM)

	<u>B</u>	<u>C</u>	<u>D</u>
Performance (4 hour minimum)	225	400	525
Performance (each additional hour)	25	75	85
Rehearsal (non-performance day/ 5 hr. min.)	150	250	350
Rehearsal (each additional hour)	15	40	60
Second performance/ same day (4 hr. min.)	125	200	325
Meeting only (3 hour minimum)	150	175	275
Meeting only (each additional hour)	35	55	75

Rental Fee Schedule for ADDITIONAL ROOMS per use/day

	<u>B</u>	<u>C</u>	<u>D</u>	<u>Utility S/C</u>		<u>B</u>	<u>C</u>	<u>D</u>	<u>Utility S/C</u>
Classrooms	15	35	60	6	Kitchen	50	80	125	30
Commons (ART/TAM)	30	60	100	10	AHS Small Cafeteria	20	40	65	6
Faculty room (N/C @ TAM-green room)	20	40	65	6	AHS Large Cafeteria	25	45	80	6

Wages for custodial, supervisory, technical, and other support personnel are in addition to the above fees.

It is agreed that this application is made subject to the general regulations for the use of public school buildings. The undersigned agrees that these rules shall be strictly observed and accepts entire responsibility for the enforcement of them and agrees to protect the premises and indemnify the school district for any damage due to the occupancy of the building or grounds covered by this permit. It is understood and agreed to by the applicant that this permit may be revoked or canceled at any time with or without cause and that in the event of such revocation or cancellation, there shall be no claim or right to damages or reimbursement on account of any loss, damage, or expense whatsoever. The applicant further agrees to protect, indemnify and hold harmless the district and its officers and employees from any claims, liabilities, damages, allegations, or rights of action directly or indirectly resulting from the use of the premises covered by this application.

*** I have read the regulations and limitations on the back of this form.**

Signature of Applicant _____ **Date** _____

Coordinator of Special Facilities _____ **Associate Superintendent** _____

Director of Support Service _____ **Director of Facilities** _____

Principals and Custodians: Please report in writing to the business office any infraction of rules of the Board of Education or damage to school property resulting from the meeting covered by this permit

Copies: White, Business Office; Green, Applicant; Canary, Maintenance; Goldenrod, Facilities Coordinator; Pink, Director of Facilities. REV. 8/06

CATEGORIES: A. School Organizations

- A. School Organization
- B. Non-profit groups within the district
- C. Profit-producing groups within the district AND Non-profit groups from out of district
- D. Profit-producing groups from out of district

APPLICATIONS

- District/School use has priority with no charge
- Application must be completed by an adult representative
- Principal or designee must sign before application is sent for other signatures and recorded
- Applications must be received at least ten (10) days prior to event
- Facilities shall be limited to those specified on the application
- Approval for use is based on priorities listed in School Board policy 1330.1
- Applications can only be for dates within the school year calendar

LIMITATIONS:

- Facility use not in the best interest of the district will not be approved
- Persons/groups without proper permit will not be admitted to any facility
- Certificate of Insurance is **REQUIRED**
 1. At least \$1,000,000 liability
 2. The Auburn School District must be listed as 'additional insured'.

REGULATIONS:

1. It is the applicant's responsibility to state on the application, in detail, the intended use of the facility. 2. The applicant shall certify to be personally responsible for any damage or unnecessary abuse of school buildings, grounds, or equipment resulting from the use of the said premises. The applicant shall agree to abide by and enforce the rules and regulations of the Auburn School District governing the non-school use of buildings, grounds, and equipment. The applicant shall agree to hold the Auburn School District harmless and indemnify for any claims arising out of the event held by the user. 3. Alcoholic beverages or narcotics will not be brought to or consumed on the school premises. 4. Boisterous conduct, profane or improper language, drinking, and other objectionable practices will not be allowed in school district facilities. 5. Use of tobacco or tobacco products shall not be allowed in school district facilities. 6. A designated school district employee or representative must be on site during any usage. 7. Only that portion of the building listed and approved on the application will be available for use by the organization. 8. When the building or equipment is damaged or left in an unsatisfactory condition, the responsible group will be billed for cost of repair, replacement, and/or cleaning of the facility; and may be denied use of school facilities until payment is received. 9. Applicants are required to remove, at their expense, materials, equipment, furnishings, or rubbish left after use of school facilities. If this is not done, the organization to whom the permit is issued will be required to pay the cost of the removal. 10. Keys to buildings or facilities will not be issued to user groups. The facilities will be opened and closed by school district personnel or an authorized representative. 11. All equipment, furniture, and other school property will be protected and left in the same location and condition as originally found. 12. User organization must conform to all local ordinances including police and fire department regulations. 13. All meetings will terminate and the facility will be vacated by 11:00 p.m. on school nights, unless otherwise approved. 14. Kitchen will not be available for usage before 2:30 p.m. on school days, unless prior approval is granted. Rules posted in kitchen regarding use will be observed. Kitchen equipment usage will be permitted only when supervised by a district employee or representative. 15. The user organization will be responsible for the enforcement of the above related regulations and shall be responsible for all participants, spectators, and affiliated personnel. When large crowds are anticipated, it will be the responsibility of the using organization to notify local law enforcement agencies for aid in handling traffic and crowd control.

USER CHARGES:

1. User of the facilities will be charged according to the appropriate rental schedule. 2. Groups using the facilities will be charged for services of district personnel required for supervision and/or custodial services. These charges will be the current rates paid by the district. 3. Reciprocal facility use will be considered in calculating user charges. 4. Rates are to be reviewed on an annual basis or as needed by the school district.

PAYMENTS:

All charges and fees for services performed by custodians, cooks, supervisors, etc. shall be arranged through and paid to the school district's business office. Organizations, groups, or individuals shall not make any payment directly to any school employee or make any individual arrangements with employees as to service charges. All charges or damages shall be billed from the business office directly to the applicant, usually the month following the facility usage.

CANCELLATIONS:

The school district reserves the right to cancel non-school activities in favor of school whenever the two conflict for time. Whenever possible, the school district will notify non-school user of cancellations at least two (2) weeks in advance. User's notice of cancellation must be submitted to the school district at least two (2) working days prior to event. A custodial time of four (4) hours may be charged if user fails to cancel within specified time.

RIGHTS RESERVED TO REVOKE PERMITS:

The board of directors reserves the right to cancel any permit given and to refund any payment made for the use of school buildings or grounds where it is deemed such action advisable and in the best interests of the school district or to modify its policies at any time. All permits automatically expire at the close of the school year. A separate request is required for use of school facilities during the vacation period.