

APPLICATION FOR PERMIT TO USE SCHOOL DISTRICT PERFORMING ARTS FACILITIES

Auburn Performing Arts Center (APAC)—Auburn Riverside Theatre (ART)—Theatre @ Auburn Mountainview (TAM)

Permit Number # _____

Auburn School District No. 408

Certificate of Insurance Yes No

Non-Profit Letter Yes No

Auburn, Washington 98002

Expires _____

(\$1 million min. liability required)

APAC/ART/TAM

Other specific areas requested (only these areas requested will be made available)

Purpose/Name of Event _____ Tax exempt, non-profit organization Yes No

Name of person or Organization using facility _____ Address _____ City _____ State _____ Zip _____

Name of person(s) in charge during use _____ E-mail Address _____ Phone(s) _____

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

Admission/Donation \$ _____ Intermission/ how long? _____ Will there be concessions? Yes No Is BALCONY needed? Yes No
Expected audience count # _____ Number of Performers? _____

CHARGES

TOTAL DUE \$ _____ **SEND CONFIRMATION/BILL TO:** _____
(not including labor or insurance)

Address _____ City _____ State _____ Zip _____

RENTAL FEE SCHEDULE (THEATRES)

AUBURN PERFORMING ARTS CENTER (A.P.A.C.)

	<u>B</u>	<u>C</u>	<u>D</u>
Performance (4 hour minimum)	400	635	765
Performance (each additional hour)	65	130	175
Rehearsal (non-performance day/ 5 hr. min.)	300	475	600
Rehearsal (each additional hour)	40	75	110
Second performance/ same day (4 hr. min.)	300	435	565
Lobby Rental (per day, plus labor)	200	300	400

Auburn Riverside Theatre (A.R.T.)
Theatre @ Auburn Mountainview (T.A.M.)

	<u>B</u>	<u>C</u>	<u>D</u>
Performance (4 hour minimum)	275	475	600
Performance (each additional hour)	50	100	140
Rehearsal (non-performance day/ 5 hr. min)	200	350	425
Rehearsal (each additional hour)	30	55	80
Second performance/ same day (4 hr. min.)	175	275	400

RENTAL FEES FOR ADDITIONAL ROOMS

	<u>B</u>	<u>C</u>	<u>D</u>		<u>B</u>	<u>C</u>	<u>D</u>	
Classrooms (Per Day)	30	50	75					
TAM Commons (Per Day) by arrangement	50	80	120	Kitchen (by arrangement)	30	55	110	(Per Hour)
				Kitchen Manager/Cook	30	30	30	(Per Hour)

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

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

Signature of Applicant X _____ Date _____

Coordinator of Special Facilities Signature Date _____

Director/Athletics & Activities Signature Date _____

Assistant Superintendent Signature Date _____

CATEGORIES:

- 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.