

HIGH SCHOOL AUDITORIUM CONTRACT

Name _____ Telephone Number _____

Name of organization using auditorium _____

We, the above named organization, wish to use the Valliant High School Auditorium on the following date(s)
_____.

We request that it will be opened for our use from _____ to _____. We will need the following equipment:

Podium _____ Piano _____ Other (Please specify) _____

Mikes _____ (#) Special Lighting _____

It is agreed that the above named organization will pay the Valliant School District the sum of \$50 for the first hour and \$10 for every hour thereafter for the use of the auditorium. It is further agreed that the above named organization will be required to pay a \$25 clean up fee and will deposit a cashier's or certified check in the amount of \$500 for any damages. If there are no damages, the money will be returned after inspection of the auditorium is made. If damages occur, the school will retain the fee until repairs are made. A fee will also be deducted from this deposit for programs extending beyond one hour and not covered by the initial rental fee. Any unused portion will then be returned.

It is further agreed by both parties that the following guidelines for the use of the auditorium will be followed:

1. The auditorium shall be available for use by nonprofit responsible organizations and groups of citizens for civic, educational, and entertainment programs when such activities are sponsored by responsible adult organizations or citizens.
2. The auditorium shall not be available for use by any religious, political, or union group or by any organization for purposes contrary to the interests of public education, for the promotion of any subversive doctrine, or for private commercial purposes.
3. Approval of auditorium use shall be given by the superintendent of schools, subject to the approval of the board of education.
4. The auditorium shall not be used without the presence of the auditorium manager, an assistant, or a delegated representative. The auditorium will be opened and closed by one of these people. Keys will not be given to any person or organization.
5. The auditorium will be reserved 30 days in advance. At the time of scheduling, a time in and time out shall be set.
6. No student, or student group, will be in the auditorium without a sponsor or teacher supervision. Supervision will be constant, the supervisor being responsible for student conduct.
7. Any group using the auditorium will be responsible for removal of all their equipment immediately after the use of the auditorium.

8. Any extended use of the auditorium, such as plays or production rehearsals, may be scheduled for smaller areas, such as the band or choral rooms. These must be scheduled with the auditorium manager and be supervised by a sponsor.
9. Any group using the auditorium must, at the time of scheduling or one week prior to use, furnish the manager any request for special needs, such as special lighting, public address system, piano, podium, etc.
10. Use of special equipment shall be permitted only when operated by the auditorium manager, an assistant, or a delegated representative. Use of the auditorium will not grant any group the right to adjust or in any way tamper with the sound or light systems.
11. All reservations issued for use of the auditorium are subject to cancellations whenever conflicts arise with use of the facilities for school purposes. When possible, due notice will be given, but is not mandatory.
12. Gambling, drinking, use of tobacco (in any form), or possession of intoxicants, or other improper conduct within the building is specifically prohibited, and may result in cancellation of reservation without notice. Any group or organization using school facilities shall be entirely responsible for policing the activities of all individuals brought to the school as a result of the activity for which the reservation was granted.
13. Concession rights at any activity conducted in the auditorium are reserved for school groups, unless otherwise stipulated in writing and approved by the superintendent of schools.
14. There will be no food, drinks, or tobacco allowed in the auditorium.
15. Reservations will be granted upon receipt of fees due and assuming the auditorium manager, an assistant, or a delegated representative has no conflicts that will prevent supervision of the activity.
16. Each group or organization must be accompanied by one adult (21 years of age or older) who has been placed in charge and who is responsible for the actions of the group or organization. The organization's adult in charge will be requested to arrive prior to the gathering of persons and will remain until all persons have left the building and the building is properly checked.
17. All debris on grounds surrounding the auditorium must be removed to the satisfaction of the inspecting officer.
18. Any group violating any part of this agreement will forfeit the right for future use.

This agreement is entered into this _____ day of _____, 20____ with the understanding that neither the Valliant Public Schools nor the Valliant Board of Education will accept responsibility for injury to any person or damage to any equipment owned or brought to the school by the group using the auditorium.

Superintendent of Schools

Organization

FINAL CLEARANCE CHECK

Comments_____

Group recommended for future use of auditorium: Yes_____ No_____

Date_____

School Representative