

MARENGO COMMUNITY HIGH SCHOOL
DISTRICT #154

CONDITIONS FOR
SCHOOL and NON-SCHOOL USE OF
BUILDINGS AND GROUNDS

ADOPTED BY BOARD OF EDUCATION
June 24, 2019

**MARENGO COMMUNITY HIGH SCHOOL DISTRICT 154
EAST CAMPUS FACILITIES USE
RULES AND REGULATIONS**

PHILOSOPHY FOR FACILITIES USE:

The building complex shall be made available to the public under conditions consistent with the Illinois School Code and the policies of the Board of Education. The Marengo High School District #154 Board of Education will consistently maintain a policy that will encourage the use of physical facilities under their control by groups and organizations whose objectives are consistent with the best interest of the schools and community. Buildings and facilities shall be available to the public as widely as the statutes and the regular school program will permit.

The rules and regulations set forth a priority schedule and rate schedule for the use of physical facilities. The Board of Education must reserve the right to deny the use of buildings and grounds, for any purpose that is not consistent with the best interest of the schools and community. In general, the buildings and grounds shall be made available to the public of the school district for all worthwhile activities that do not interfere with the regular school program.

RESTRICTIONS ON THE USE OF SCHOOL BUILDINGS BY THE PUBLIC:

1. Gambling or other games of chance are prohibited in the Marengo Community High School.
2. Alcoholic beverages are not permitted on school property at any time.
3. Use of tobacco is not permitted on school property at any time.
4. No beverages are permitted, including water, in the gymnasium with the exception of water at each team bench for athletes during the contest.
5. No program for a secret purpose or for teaching or promoting any theory or doctrine of subversive nature shall be held in any Marengo Community High School Building.
6. Violation of these rules and regulations will prevent subsequent granting of use of school facilities.

REGULATIONS GOVERNING THE USE OF SCHOOL FACILITIES:

1. Sponsoring organizations shall provide sufficient and competent, adult supervision including if needed, police protection, parking supervision, etc., as determined by the superintendent or his designee. An adequate amount of supervision will be agreed upon at the time the contract is issued.
2. Use of materials on floors, walls, or other parts of the building is prohibited without specific approval of the superintendent or his designee.
3. Decorations and or special effects shall be fireproof and shall be erected in a manner that will not be destructive of school property. Fire and safety regulations shall be followed at all times and decorations and or special effects shall meet the approval of the superintendent or his designee. (See section for auditorium use.)
4. Decorations or special effects shall be taken down and removed by the group using the building facilities. School equipment such as, but not limited to tables and chairs, overhead projectors, televisions, computers, printers, sports equipment, pianos or other musical equipment, kitchen equipment, sound systems, lighting systems, etc, may not be used without specific authorization of the superintendent or his designee.
5. Arrangements for seating or any other special facilities or equipment shall be made at the time rental permit is issued. Extra compensation may be charged for supervision, handling or setting up equipment already in the building.
6. Facilities are usually available for 3:30 p.m. to 10:30 p.m., Monday through Friday and usually on Saturday and Sunday from 8:00 a.m. through 10:30 p.m.
7. Permits are not transferable and are the responsibility of the contractor. Rental fees and service charges shall be determined in advance but may be adjusted to reflect actual usage after event. Reservations shall be cancelled at least 48 hours in advance, or charges may be incurred.
8. All sales of merchandise, printed matter, or other materials on school premises in connection with any event must be approved in advance by the superintendent or his designee.
9. Food and or beverages at events must be approved in advance of the event by the Superintendent or their designee.
10. No street shoes allowed on gym floors during gym events; tennis shoes only.
11. Advertising of the activity shall clearly indicate the sponsoring organization. Marengo Community High School shall be listed only as the place of the activity.
12. All groups will be responsible for damages created during the time of their use of the facilities. The superintendent or his designee will make a determination of damages.
13. No school official, employee or agent or its Board of Education or any member, employee or agent thereof shall be held responsible for damage to property or other loss of material brought into the school buildings, nor shall any of them be held responsible for injuries to anyone which may occur on school property, as a result of, or in any way connected with, the subject activity.
14. The School District shall not be responsible for properties left on the premises before, during, or after the scheduled activity.

HOW TO MAKE APPLICATION FOR USE OF SCHOOL FACILITIES:

1. Formal approval by the superintendent or his designee is necessary. The completed application and certificate of insurance must be submitted at least two weeks in advance of the requested date. Tentative dates are subject to change until final documents are received and event is approved.
2. All groups and organizations that normally carry **liability insurance** must provide the district with a certificate of such insurance. Groups and organizations that do not normally carry liability insurance may, at the discretion of the superintendent or his designee, be required to purchase such insurance. This certificate shall be required of all organizations in classification "C". The amount of insurance required is \$100,000/300,000 bodily injury, \$25,000 property damage and \$1,000,000 single limit liability.
3. The Board of Education, through the superintendent or his designee, reserves the right to grant or deny any application for use of school property, and at any time to review and revoke for reasonable cause and without prior notice, any permission previously granted.
4. Applications for use of school facilities shall be available online or through the District Office.
5. Rental of the facilities shall include only those areas and equipment specifically stated in the application and no others.

HOLD HARMLESS AGREEMENT REQUIRED

The person, organization, group, team, agency or business requesting use of the facility will be referred to as the "Contractor" and shall indemnify, keep and save harmless the Board, its agents, officials and employees, against all injuries, deaths, losses, damages, claims, patent infringements or copyright infringement claims, suits, liabilities, judgments, costs and expenses, which may in any way accrue against the Board in consequence of the granting of this contract, or which may in any way result therefrom, whether or not it shall be alleged or determined that the act was caused through negligence or omission of the Contractor or his employees, or of any of the subcontractors or his employees, and the Contractor shall, at his own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith, and, if any judgment shall be rendered against the Board in any such action, the Contractor shall, at his own expense, satisfy and discharge the same. The Contractor expressly understands and agrees that any insurance protection required shall in no way limit the responsibility to indemnify, keep and save harmless and defend the Board as herein provided.

CLASSIFICATION OF EVENTS

CLASS A – SCHOOL RELATED EVENTS

1. Any MCHS event such as, but not limited to: PTA, Co-curricular groups, Band, Orchestra, Music, Intramurals, Art, Drama, Booster Club, etc.

CLASS B – COMMUNITY SERVICE EVENTS

1. Events of groups or organizations that are tax exempt, or deemed to be a community service organization, such as, but not limited to: civic organizations, charitable organizations, hospitals, churches, service organizations, recreation groups, tax supported organizations (Park District, City of Marengo, Townships, School Districts 18 & 165) that charge fees for entrance to events shall pay 100% of fees for Class B.
2. Any Marengo Community High School related youth event such as, but not limited to: Park District Summer Camps, Boy Scouts, Girl Scouts, 4-H Clubs, etc. will pay one half (50%) of the rate in Class B per hour, custodial fees will be charged at rate per schedule.

CLASS C – COMMERCIAL EVENTS

1. Any event not covered under Class A or B

MARENGO COMMUNITY HIGH SCHOOL			
DISTRICT #154			
FACILITY RENTAL "HOURLY" FEES			
EAST CAMPUS	FY05		
110 FRANKS ROAD	CLASS A	CLASS B	CLASS C
EAST FACILITIES	HOURLY	HOURLY	HOURLY
CAFETERIA	\$ -	\$ 15.00	\$ 70.00
KITCHEN	\$ -	\$ 15.00	\$ 45.00
CAFETERIA/KITCHEN	\$ -	\$ 50.00	\$ 150.00
CLASSROOM	\$ -	\$ 15.00	\$ 75.00
COMMONS AREA OR MEDIA CENTER	\$ -	\$ 20.00	\$ 50.00
BAND ROOM EAST	\$ -	\$ 20.00	\$ 50.00
COMPUTER LAB	\$ -	\$ 35.00	\$ 100.00
NEW GYM	\$ -	\$ 50.00	\$ 150.00
INDOOR CONCESSION STAND		\$ 25.00	\$ 50.00
UPPER BALCONY – WT ROOM	\$ -	\$ 25.00	\$ 100.00
GIRL LOCKER ROOM	\$ -	\$ 10.00	\$ 50.00
BOY LOCKER ROOM	\$ -	\$ 10.00	\$ 50.00
TEACHING THEATER	\$ -	\$ 20.00	\$ 100.00
AUDITORIUM (Meetings, etc.)	\$ -	\$ 25.00	\$ 75.00
REHEARSAL	\$ -	\$ 20.00	\$ 75.00
PRODUCTION	\$ -	\$ 40.00	\$ 100.00
SOUND/LIGHT BOOTH	\$ -	\$ 25.00	\$ 175.00
OUTDOOR FACILITIES			
FOOTBALL FIELD	\$ -	\$ 20.00	\$ 120.00
PRESS BOX	\$ -	\$ 15.00	\$ 100.00
BASEBALL FIELD	\$ -	\$ 20.00	\$ 120.00
SOFTBALL FIELD	\$ -	\$ 20.00	\$ 120.00
SOCCER FIELD	\$ -	\$	\$ 100.00
TENNIS COURTS	\$ -	\$	\$ 100.00
OUTDOOR CONCESSION	\$ -	\$ 25.00	\$ 100.00
Sponsors of events where concessions are sold will require the group or team to thoroughly clean the area and remove all bags of waste. If not done properly there will be a minimum charge of \$100.00			
A custodian and / or maintenance person will be required in addition to the above fees. If more than one person is needed, these rates will also apply to each additional employee. The fees are as follows:			
Maintenance per hour	At cost	At cost	At cost
Custodian per hour	At cost	At cost	At cost
Supervision	At cost	At cost	At cost
Main. Regular OT (x 1.5)	At cost	At cost	At cost
Cuts. Regular OT (x 1.5)	At cost	At cost	At cost

Sunday or Holiday OT (x 2):			
Maintenance per hour	\$ At cost	\$ At cost	\$ At cost
Custodian per hour	\$ At cost	\$ At cost	\$ At cost

Community Relations

Community Use of School Facilities

School facilities are available to community organizations during non-school hours when such use does not: (1) interfere with any school function or affect the safety of students or employees, or (2) affect the property or liability of the School District. The use of school facilities for school purposes has precedence over all other uses. The District reserves the right to cancel previously scheduled use of facilities by community organizations and other groups. The use of school facilities requires the prior approval of the Superintendent or designee and is subject to applicable procedures.

Persons on school premises must abide by the District's conduct rules at all times.

Student groups, school-related organizations, government agencies, and non-profit organizations are granted the use of school facilities at no costs during regularly staffed hours. Fees and costs shall apply during non-regularly staffed hours and to other organizations granted use of facilities at any time. A fee schedule and other terms of use shall be prepared by the Superintendent and be subject to annual approval by the School Board.

LEGAL REF.: 20 U.S.C. §7905.

10 ILCS 5/19-2.2.

105 ILCS 5/10-20.40, 5/10-22.10, and 5/29-3.5.

Good News Club v. Milford Central School, 121 S.Ct. 2093 (2001).

Lamb's Chapel v. Center Moriches Union Free School District, 113 S.Ct. 2141 (1993).

Rosenberger v. Rector and Visitors of Univ. of Va., 515 U.S. 819 (1995).

CROSS REF.: 7:330 (Student Use of Building - Equal Access), 8:25 (Advertising and Distributing Materials in Schools Provided by Non-School Related Entities), 8:30 (Visitors to and Conduct on School Property)

ADOPTED: MAY 13, 2013

BUILDING AND GROUNDS REQUEST & AGREEMENT FORM

Date (s) requested _____ Admission Charged: Yes _____ No _____

Time (s) requested (From –To) ex: 7PM-10:30PM

Building Access M _____ Tu _____ W _____ Th _____ Fr _____ Sat _____ Sun _____

Activity Time M _____ Tu _____ W _____ Th _____ Fr _____ Sat _____ Sun _____

Full Name of Organization _____

Mailing Address _____

Representative _____ Telephone _____

Attendant Responsible _____ Telephone _____

Certificate of Insurance required: Yes _____ No _____ Fee _____ Class of Organization (circle) A B C

District Staff Required: Custodian _____ Lighting Tech _____ Sound Tech _____ See Below

FACILITY (Check)

_____ Gymnasium _____ Aux Gym
_____ Classroom (s) _____ # of Rooms
_____ Kitchen
_____ Dining Area
_____ Auditorium
_____ Computer Lab
_____ Commons Area
_____ Balcony
_____ Fitness Room
_____ Concession* (Outdoor _____ Indoor)
_____ Athletic Field (Baseball– Softball – Soccer – Tennis – Track –Football

EQUIPMENT (Check)

_____ Podium
_____ # of Chairs
_____ # of Tables
_____ Public Address System
_____ Lighting Equipment
_____ Press Box
_____ Lights
_____ Water
_____ Waste Removal
_____ # Projectors _____ # Screens

Charges: Facility (s) \$ _____
Personnel \$ _____ Student Tech \$ _____
Other Costs \$ _____ For _____
Deposit \$ _____

Total \$ _____

***MUST HAVE A HEALTH DEPARTMENT PERMIT & CERTIFIED FOOD MANAGER ON SITE**

School rep. verification of facility availability _____ Date _____

Renter Representative _____ Date _____

Use Approved _____ (Approved date(s) to be circled above) Disapproved _____

Superintendent or Designee _____ Date _____

Hold Harmless Agreement Required

That Marengo Community High School District #154 (hereafter referred to as “Party of the First Part”) does lease its environs to the _____ (hereafter referred to as “Party of the Second Part”) for approximate dates listed below, and that the Party of the Second Part shall pay the Party of the First Part (School) \$ for the lease and use of said property.

The person, organization, group, team, agency or business requesting use of the facility will be referred to as the “Contractor” and shall indemnify, keep and save harmless the Board, its agents, officials and employees, against all injuries, deaths, losses, damages, claims, patent infringements of copyright infringement claims, suits, liabilities, judgments, costs and expenses, which may in any way accrue against the Board in consequence of the granting of this contract, or which may in any way result there from, whether or not it shall be alleged or determined that the act was caused through negligence or omission of the Contractor or his employees, or of any of the subcontractors or his employees, and the Contractor shall, at his own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising there from or incurred in connection therewith, and, if any judgment shall be rendered against the Board in any such action, the Contractor shall, at his own expense, satisfy and discharge the same. The Contractor expressly understands and agrees that any insurance protection required shall in no way limit the responsibility to indemnify, keep and save harmless and defend the Board as herein provided.

The School shall coordinate its schedule with the other lessees.

The Party of the Second Part understands that in all situations that Marengo Community High School Programs will take precedence over any prior agreement. This simply means that the Party of the Second Part may have to surrender said facility for high school programs due to extenuating circumstances.

Before and after facilities are utilized, an inspection of the requested area(s) will be made. All non-school related groups must agree to pay any damages to school facilities, furniture, or equipment arising out of its use, whether such damage was accidental or deliberate. The cost of damages will be based on the repair or replacement cost, the choice of which is at the Board’s discretion.

All non-school related groups must agree to use appropriate emergency procedures including call 9-1-1 for medical emergencies and whenever an AED is used.

All non-school related groups must agree to follow the District’s Plan for Responding to a Medical Emergency at an Indoor Physical Fitness Facility, 4:170-AP6. Important: the District will not supervise the activity nor will it supply individuals to act as emergency responders.

_____ **Activity being proposed is not in an indoor physical fitness facility.**

If the request involves an indoor physical fitness facility, the non-school related group must:

- Designate at least one adult who agrees to be an emergency responder. If possible, all emergency responders should be trained in CPR and AED users.
- Give a copy of the District’s plan for responding to medical emergencies to each designated emergency responder.
- Require that 9-1-1 be called for medical emergencies and whenever an AED is used.
- Ensure that each designated emergency responder knows the location of first aid equipment and any AED.
- Ensure that only trained AED users operate an AED, unless the circumstances do not allow time for a trained AED user to arrive.
- Arrange for a least one emergency responder to have a tour of the facility before the activity.
- Ensure that if an AED is used, all appropriate forms are completed (4:170-E6), Automatic External Defibrillator Incident Report).

I agree to abide by the conditions stated in this application and agree to adhere to all Board policies and administrative procedures.

Signature of The Party of the Second Part (Group Representative)

Date

Received Payment of \$ _____ Cash _____ Check _____
Received Deposit of \$ _____ Cash _____ Check _____

*NOTE: PAYMENT/DEPOSIT MUST BE MADE WITH THE REQUEST

Marengo Community High School Auditorium Usage

The Marengo Community High School Auditorium facility of School District #154 is made available to the community for cultural and educational events on a limited basis.

Organizations seeking to utilize the facilities will be reviewed on a case by case basis for approval. Fees will be determined according to programming needs. The process for securing the Auditorium for an event is as follows:

1. Written application for use of the auditorium using the *Building and Grounds Request & Agreement Form* and this Addendum must be submitted to the Facility Operations Supervisor
2. Upon application to use the auditorium, the applicable rental and labor fees will be determined by the Facility Operations Supervisor
3. Following determination of date availability and use acceptability the Facility Operations Supervisor will review the fee structure with the applicant.
4. Upon signature of the rental contract, the Facility Operations Supervisor will confirm the dates with the district calendar.

The following priorities will govern the scheduling process for the auditorium:

1. Events scheduled by the Marengo Community High School
2. Events scheduled by other Marengo school districts
3. Events sponsored by local non-profit organizations
4. Events sponsored by for profit groups comprised primarily of Marengo area youth
5. Events sponsored by commercial users and for profit organizations

Additional Space Use

Additional performance wing areas to be used may include the use of the scene shop, dressing rooms and chorus room, but must be specified in this agreement.

Arrangement for access to a piano must be made with the Facility Operations Supervisor. Charges apply for piano tuning if necessary.

Stage Equipment and Labor

All auditorium sound, lighting and projection equipment is available to the Lessee with additional provisions:

1. No outside persons may operate stage equipment, sound or lighting instruments. Certified Student Technicians trained to use the auditorium may be available to any organization using the auditorium at an hourly rate.
2. When the Facility Operations Supervisor has determined that Certified Student Technicians will be employed, the Lessee will communicate with the assigned individual in advance of the event to outline the needs of the Lessee and responsibilities of the Certified Student Technicians.

3. Organizations wishing to employ their own staff to use the auditorium equipment must first receive the written permission of the Facility Operations Supervisor.
4. In the event such permission is granted, no equipment may be used without supervision by a member of the school staff.

School District Personnel

All questions and concerns regarding any aspect of facility use, whether technical, schedule, house, custodial or other should be addressed with the Facility Operations Supervisor or his/her designee.

Advanced Deposits

A deposit may be required at the time of the rental contract. Final payment will include any additional usage and staffing costs which is due within thirty (30) days. Any Lessee who does not pay the final balance will not be allowed to schedule or use any school facilities in the future.

Should the program be canceled by the Lessee the school will retain the actual amount to cover any costs incurred by the canceled program.

Should the actual Auditorium rental be less than the deposit amount, the difference will be refunded to the Lessee.

Cancellation Due to Emergency

Should the Auditorium be destroyed or damaged to such an extent that the damage will substantially interfere with the use of the facilities, or should a strike, public emergency, or other unforeseen occurrence beyond the control of the School District prevent the use of the facility, then the School District and/or Lessee shall have the right to terminate this agreement. The Lessee would be liable only for charges due at the time of termination. Should the agreement be terminated, the Lessee waives any claim against the School District for damages and compensation.

Damage Payments

The Lessee will pay on demand for any loss or damage due to rental activity of the Auditorium, and/or other leased spaces, equipment, or equipment belonging to professional talent brought in for the Lessee.

Non-Exclusive Use

Lessee understands that other activities may be taking place in other sections of the High School as well as within the Auditorium space and adjacent areas during the event scheduled in the Auditorium. Lessee further understands that other events may be scheduled by the School District. Lessee will store sets, props, costumes, and other properties in areas designated by the Facility Operations Supervisor.

Contract

In all cases where professional talent is concerned, the Lessee must approve all contractual and technical riders with the Facility Operations Supervisor before the Auditorium rental contract is signed to see that there are no requirements that are contrary to Marengo Community High School's Policies.

Radio, Television and Recording

The granting of permission to broadcast via radio or television, or recording for other reasons, shall be done by mutual consent of the Lessee, the Facility Operations Supervisor and the artist or his agent. The consent must be obtained in advance. Lessee should be aware that Auditorium preparations necessary for broadcasting or recording may result in additional costs. The School District's permission is mandatory and final.

Promotional Materials

The School District reserves the right to distribute promotional materials concerning its own programs at any event held in the Auditorium. Promotional materials other than those noted above must relate to the event in progress or a future event to be presented by the Lessee and must be approved by the Facility Coordinator. It is understood that during the period following the opening of the exterior doors, through the closing of these doors after the final part of any program, only the Marengo Community School District or the Lessee has the right to distribute approved materials in the Auditorium or on any school property.

Lessee, artists, or crews may sell or give periodicals, books, magazines, newspapers, novelties, photographs, programs, recordings, etc., but all items must be approved by the Facility Operations Supervisor.

Local groups using the MCHS Auditorium should apply for the 50% discount on fees offered by the Franks Family endowment.

Alcoholic Beverages

Alcohol is prohibited at or on all public school buildings and grounds. Any infraction of alcohol regulations can cause for the termination of the event, and closing of the Auditorium at the discretion of the Facility Operations Supervisor or school administration.

Food and Beverage Use or Concession

The management retains sole authority in determining if any food and beverage items may be allowed to be sold and under which conditions. ***It is understood that no food or beverage may be sold, given, or used in the Auditorium, including by the Lessee, artists, or crews without special permission noted on contracts by the Facility Operations Supervisor or school Administration.***

In the event that food is to be used on stage to maintain the integrity of a scene or program, permission must be obtained from the Facility Operations Supervisor in advance. Any such food products must be contained in air tight, spill proof containers when not in use.

Objectionable Patrons

The Marengo Community High School Auditorium reserves the right to remove or ask for the removal, from the premises, of any objectionable person or persons. The Auditorium or its staff shall not be liable to the Lessee for any damages that may be incurred by the Lessee through the exercising by the Auditorium of such right.

Safety Regulations

Safety regulations shall be in accordance with the City and State codes, and shall be enforced by all involved.

In addition, the following rules will be observed:

- No one is permitted in the catwalks or scene shop loft except Certified Technicians or those approved in writing by name by the Facility Operations Supervisor.
- Marengo High School property (tools, materials, ladders, scaffold, flats, plats, props, costumes, etc.) is not to be used or in any way disturbed without written permission from the Facility Operations Supervisor.
- No tape or other markings are to be used on the sound board, rack, or light booth computer or other equipment unless it is of the removable type.
- No paint, taping, holes, or other permanent or semi-permanent changes or alterations will be made to the stage floor. Only spike or gaffers tape is allowed on the stage floor and must be removed at the end of use.
- Nothing will be “flown” or hung from above the stage without the approval in writing of the Facility Operations Supervisor. This includes signs, lights, fabric, flats or any other set piece. If approved, industry standard cable; not rope, line or string, and appropriate fastening parts must be used.
- No lighting instruments, sound equipment or special effects devices will be brought in without written approval of the Facility Operations Supervisor. This includes speakers, lamps, fog/smoke machines, black lights, etc.

- Any set, structure, backdrop, prop or other piece of equipment brought in by the Lessee or its agents is subject to inspection by Facility Operations Supervisor or his/her designee. If any piece is found unsafe by the Facility Operations Supervisor, the School District reserves the right to prohibit the use of such piece until it is made safe.
- No glass, i.e. windows, props, pictures, etc., is to be used on stage at any time.
- No animals are permitted without the written approval of the Facility Operations Supervisor.
- No real weapons of any kind are permitted on school grounds – even those that have been rendered inoperable. Only fake, stage props shall be used.
- If live blanks (rather than a recorded sound effect) from a starter pistol are to be fired, they must be done so only with the written permission of the Facility Operations Supervisor and they must be shot by someone over 18. The starter pistol and blanks must be kept secured when not in immediate use.
- Nuts and nut products, shellfish, hay/straw and latex (deflated balloons) are common allergens and pose a significant health risk to students and community members. The use of these products must be approved by the Facility Operations Supervisor.

Curtains

No tape, staples or other fasteners are to be used on ropes or curtains. To mark the curtain ropes, use the string method only. Holding back curtains by any means, i.e. rope, plastic, tape, etc., is prohibited.

Curtains are not to be touched by persons or set pieces. Entrances and exits are made through center openings and not between the curtain and the proscenium wall. Center entrances are made through an opening, not by touching the curtains unless permission is granted by the Facility Operations Supervisor in writing for exceptional circumstances where required to maintain the integrity of a scene.

Capacity

Lessee shall not admit to the Auditorium facilities a larger number of persons that can be legally seated.

No Smoking

Smoking is prohibited at or on all public school buildings and grounds, including parking lots. Any infraction of smoking regulations can cause the termination of the event, and closing of the Auditorium at the discretion of the Facility Operations Supervisor or school administration.

Doors Open

Doors open to the public for all Auditorium programs 45 minutes prior to the beginning time stated on the rent contract, unless specifically arranged with the Facility Operations Supervisor in advance.

Security and Supervision

Security may be required on a case by case basis at the discretion of the Facility Operations Supervisor . All costs related to security shall be the responsibility of the Lessee.

Participants must be adequately supervised at all times and must remain in the activity area only.

Clean Up

The facility will be left in the same condition it was found at the end of the contracted use period. All trash removal or custodial services required to restore the facility to operable conditions will be at the expense of the Lessee.

Anything left behind by the Lessee will be disposed of by the School District unless the Lessee makes prior arrangements for storage and pays appropriate rental fees in advance. If the School District incurs any expense in the disposal or removal of items left by the Lessee, the Lessee will be responsible for the payment of these expenses.

Parking

Lessee, participants and attendees must park in the designated parking areas. Violating vehicles will be ticketed or towed away at the owner’s expense.

Refusal to Comply

Refusal of the Lessee to comply with these procedures and policies will result in cancellation of this agreement at no cost or liability to the School District.

Fill in this page and return to the Facility Operations Supervisor

Specify Needs by Checking Below:

- Auditorium only
- Auditorium and
 - Scene Shop
 - Dressing Room – Men
 - Dressing Room – Women

- _____ Choir Room
- _____ Practice Rooms
- _____ Grand Piano as is
- _____ Grand Piano tuned within 5 days prior to use
- _____ Upright Piano as is
- _____ Upright Piano tuned within 5 days prior to use

_____ Lights on/lights off – no performance lighting needed

_____ Certified Student Technician(s) paid per hour

_____ Performance lighting required

_____ Performance sound effects/operation required

_____ Microphone (indicate quantity)

_____ DVD/VHS Projection

_____ Computer Projection (Example: Power Point)

_____ CD (audio only)

_____ Follow Spotlight: check _____ one _____ two

Comments

I agree to abide by the conditions stated in this addendum.

_____ Date _____
 Lessee Representative

_____ Date _____
 Facility Operations Supervisor