

## REDBANK VALLEY HS AUDITORIUM USAGE APPLICATION

Organization \_\_\_\_\_ Contact Person \_\_\_\_\_

Address \_\_\_\_\_ E-mail \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business phone \_\_\_\_\_ Home phone \_\_\_\_\_ Fax \_\_\_\_\_

Type/Name of Event \_\_\_\_\_ Audience size \_\_\_\_\_

ADMISSION/DONATION CHARGE						<input type="checkbox"/> YES	<input type="checkbox"/> NO
Date	Activity	Arrival time	Start time	End time	Departure		
/ /		AM PM	AM PM	AM PM	AM PM		
/ /		AM PM	AM PM	AM PM	AM PM		
/ /		AM PM	AM PM	AM PM	AM PM		
/ /		AM PM	AM PM	AM PM	AM PM		
/ /		AM PM	AM PM	AM PM	AM PM		

**Additional rooms needed\*:** (subject to approval)

Dressing rooms

Band Room       Choir room

### Staging and equipment needs -

**Please note:** An auditorium reservation includes house lights and one (1) wired public address microphone. If you have additional lighting (such as stage lighting or spotlights) or sound needs, please check the appropriate boxes below. Note that only our technicians are allowed to operate the lighting/sound booth.

Rates for Auditorium Manager/technician: \$15/hr.

**Staging needs:** Include quantity

- Lectern
- Overhead Projector
- Screen
- Chairs qty: \_\_\_\_\_
- Tables on stage  
    qty: \_\_\_\_\_ (up to 4)
- Tables in lobby qty: \_\_\_\_\_ (up to 2)

- Music Stands \_\_\_\_\_ (up to 35)
- Piano (electronic or grand)


**Lighting needs:**

- Stage lighting set up or follow spot (requires our technicians)
- Follow spot

**Audiovisual needs:** Include quantity

- Lectern Mic
- Wireless Hand Held Mic \_\_\_\_\_
- Wireless Lavalier Mic \_\_\_\_\_
- Additional Wired Mics \_\_\_\_\_
- Video Projection
- Computer Projection
  - PC
  - MAC (yours)
- House Cassette/CD Player  
(requires our technicians)

Please map the stage setup:



**Auditorium Coordinator Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Principal Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Fee: Application Fee \_\_\_\_\_  
 Custodial/Other \_\_\_\_\_  
 Copies to:

## CONDITONS OF USAGE

1. School programs (regular, extra-curricular, or school related) take precedence over the use of school facilities by a non-school organization or group.
2. It is the user's responsibility to stay informed of school activities that may conflict with the facility use. This may be done by calling the Auditorium Manager or the school office at 814-275-2424. When possible you will be notified of conflicts and/or cancellations.
3. Use of Auditorium and/or equipment is permitted only during the agreed upon date and time as written in the Auditorium Usage Agreement Form.
4. The responsible party (the Supervisor who signs this agreement) is responsible for making sure that all participants are out of the building before leaving. Children may not be left unattended to wait for rides. **Children must be supervised at all times.**
5. Each group must have at least one adult (minimum age 21 years old) responsible for supervision. If designated supervisor cannot be in attendance, arrangement for an alternative must be made in advance. **NO** one other than the designated supervisor may sign the Auditorium Usage Agreement Form. Responsible supervisor must provide reasonable and appropriate supervision and shall be responsible for the conduct and control of both patrons and participants and shall see that all district procedures including safety are followed.  
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6. Children will not be admitted to the building until the supervisor is present.
7. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use. Users shall be financially liable for damage to the facilities and for proper supervision. Please report any damage promptly to the Theater Manager.
8. User assumes responsibility for all participants and/or spectators for liability or injury resulting from accidents arising out of users acts or omissions; and to that extent, user agrees to save and hold harmless the Board of Education of the Redbank Valley School District from any suit, claim, or demand as the result of bodily injury or property damage arising out of users acts or omissions during occupancy. User will present, upon request, to the school district a certificate of insurance evidencing the following minimum coverage: General liability and auto liability (property damage and bodily injury) at amounts equal to or greater than the amounts carried by the school entity. The school entity must be named as an "additional insured" on all certificates. If the outside group is a business group, they also must carry their own workers' compensation insurance, as required by state law.
9. Technicians are required to assure proper use of equipment. You may use your own technicians, but you must still pay for our technicians to assure that the equipment is used properly.
10. **NO FOOD OR BEVERAGES ARE ALLOWED IN THE AUDITORIUM OR BACKSTAGE AREA.**
11. Groups will be confined to their assigned areas. The supervisor is responsible for all persons in the assigned area and must stay until everyone has left the premises.
12. Courtesy and respect should be shown to all building employees and other school citizens who may be using other areas of Redbank High School. Custodians are not responsible for supervision of children or programs.
13. If school is closed due to inclement weather the facility will not be available for use.
14. Areas not specifically designated for use are not available and may not be used.
15. Abusive conduct or language is not permitted in the facility. This is an educational complex and a positive atmosphere that is child friendly is to be maintained at all times.
16. **SMOKING, ALCOHOL, OR DRUGS** are not allowed on school district property, or within 500 feet of school district rounds per state law. Any evidence of usage will result in immediate cancellation and refusal of future usage.
17. If clean up, set up, or take down of equipment is required you will be billed per contract rate.
18. Payment: The applicant is responsible for payment of all charges associated with the group's use of facilities/sites. Notification of cancellation should be submitted to the Auditorium Manager or the school office at least 72 hours before a planned event.
19. Alteration or relocation of items is prohibited unless prior approval has been granted.

**Auditorium Coordinator Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### ***Areas of special concern:***

- Any decorations that you put up must be removed at the end of your booking.
- Any use of an open flame must be cleared with the Auditorium Manager and the Principal at least one week prior to your event. Procedures outlined by the Auditorium Manager regarding the use of open flame in your event must be followed completely.
- Standing in the aisles and entryways is a violation of fire safety code. This includes video recorders on tripods. All members of the audience must have a seat and must keep the aisles open.

**THE FOLLOWING DISTRICT APPROVED FEE SCHEDULE IS IN EFFECT FOR NON 501(C)3  
“FOR PROFIT MAKING ORGANIZATIONS”**

	<b><u>FEE</u></b>
High School Gym and Lockers	\$500
Stage and Auditorium	\$1,200
Auditorium (rehearsal)	\$500
Computer Lab	\$500
Classroom	\$100
Cafeteria	\$250
Kitchen	\$350
School Libraries	\$200
Football Field/Track	\$500
Football Field Lights (First Three Hours)	\$500
(Each Additional Hour)	\$175
Football Field Concession Stand	Not Available
Practice Fields	\$500
School Grounds, Parking Lots	\$500

**The District reserves the right to assess additional fees for large events. Any additional fees will be based on actual costs (ex. Paper products, garbage, etc.) A 25% refundable security deposit is required for the use of all school facilities.**