

Theater & Auditorium - School Facility Use Application

<i>Please Type or Print in Blue Ink</i>	Office Use Only
<p>Our organization is designated as:</p> <p><input type="checkbox"/> Non-profit making <input type="checkbox"/> Profit making (must provide Form 501(c)(3) with application)</p> <p>We are a:</p> <p><input type="checkbox"/> Government agency <input type="checkbox"/> Church group <input type="checkbox"/> Private business <input type="checkbox"/> Religious group <input type="checkbox"/> An individual (not a business) <input type="checkbox"/> Civic group</p> <p style="text-align: center;">All users must provide proof of insurance (\$1,000,000 liability limit) with application.</p>	<p>Requesting Organization's Name & Address (include city/zip):</p> <p>Contact Person: _____</p> <p>Name of Organization: _____</p> <p>Address: _____</p> <p>City/Zip: _____</p> <p>Phone for Contact: _____</p> <p>Email for Contact: _____</p>
<p>Admission to the function for which the facility will be used will be by (check one):</p> <p><input type="checkbox"/> Free Admission <input type="checkbox"/> Paid Admission (open to public) <input type="checkbox"/> Invitation Only (not open to public)</p> <p>Estimated Attendance Will Be: _____</p>	<p>The purpose for which we will use the facility is:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Will RCPS students or staff be participating? _____</p>
<p>School Requested:</p> <p>1st Choice _____ 2nd Choice _____</p> <p>3rd Choice _____</p> <p>If the requested use is for other than a one-time use, give dates, hours, and expected length of time needed. Please be specific detailing set up, rehearsal and performance dates. Attach additional sheets if necessary.</p>	<p>Facilities Requested:</p> <p><input type="checkbox"/> Auditorium, middle school <input type="checkbox"/> Parking lot <input type="checkbox"/> Theater, high school <input type="checkbox"/> Classrooms <input type="checkbox"/> Commons Area <input type="checkbox"/> Other (please specify)</p> <p>Standard package for Auditorium/Theater includes theatrical lighting & 1 wired microphone. Additional equipment must be rented by the lessee.</p>
<p>Date(s) of Use: Rehearsal</p> <p>_____</p>	<p>Arrival time: _____ Departure time: _____</p>
<p>Date(s) of Use: Set-up</p> <p>_____</p>	<p>Arrival time: _____ Departure time: _____</p>
<p>Date(s) of Use: Performance</p> <p>_____</p>	<p>Arrival time: _____ Departure time: _____</p>
<p>For Office Use: Signature Theater Manager or Fine Arts Director Date</p>	

Rate Table for Use of School Facilities

A minimum fee will be charged for the use of any school facility when school is not regularly open. This minimum fee entitles the user to a maximum of three (3) hours use for the base rate amount. Use beyond the initial three (3) hours will be charged on an hourly basis. Fractional portions of an hour are counted as full hours. Checks for the use of the facility should be made **payable to the Rockdale County Board of Education; checks for the auditorium/theater manager, lighting operator, sound/rigging operator should be made payable to the individual. A check should be presented to the individual providing the services by the user prior to the event. A check made payable to GCA Services Group will be collected along with the use of facilities lease fee to be distributed to the appropriate GCA Account Manager .**

MIDDLE SCHOOL AUDITORIUMS			HIGH SCHOOL THEATERS		
Base Fee	MINIMUM	\$150.00*	Base Fee	MINIMUM	\$300.00*
	HOURLY	\$50.00*		HOURLY	\$100.00*
Auditorium Manager Fee**		\$35.00 @ hour	Theater Manager Fee**		\$35.00 @ hour
Lighting Operator Fee		\$35.00 @ hour	Lighting Operator Fee		\$35.00 @ hour
Sound Operator Fee		\$35.00 @ hour	Sound Operator Fee		\$35.00 @ hour
			Rigging Operator Fee		\$35.00 @ hour
Approval based on availability of facility manager.					

**** MANDATORY FEE | AUDITORIUM/THEATER MANAGER MUST BE PRESENT AT EVENT.**

All applicants must carefully read and sign the statement below before any application can be considered.

I certify that I am an Officer in the organization making application for use of school facilities, and that I am authorized by the organization to execute this agreement. I further certify that I have read the regulations dealing with the use of school facilities, and that I hereby bind the organization to these regulations as a term of our use of the facility. Also, I certify that the organization agrees to pay for the use of the facility according to the rate table shown therein and to pay for any custodial or other personnel that the Board of Education may require as a result of our use of the facility. I further agree to notify the Chief Financial Officer (or his/her designee) of any changes to the requested school facilities. I shall also ensure that tobacco and alcohol products are not used while on school property and that the facility is left in a clean and orderly condition.

Indemnification Agreement: The organization making the application for the use of Rockdale County Board of Education facilities shall agree to indemnify and hold harmless Rockdale County Public School District and the Rockdale County Board of Education, and its individual Board members, agents, servants, representatives, employees, contractors, predecessors and successors in interest, and all other persons or entities of the Board who may be liable from all liability claims, damages or expenses of any kind, injury or damage to the person or property of any person, including attorney fees, which they may sustain or incur as a result of the lease, use or non-use, occupancy, injury, damage to person or property, or other claim arising in connection with the organization's use of the facility even if said injuries or damages are alleged to be the result of the negligent acts and/or omissions of Rockdale County Public Schools and the Rockdale County Board of Education and its individual Board members, agents, servants, representatives, employees, contractors, or predecessors and successors in interest, and all other persons or entities of the Board. The organization further agrees to defend, at the organization's sole expense, any legal action which may be brought against Rockdale County Public Schools, the Rockdale County Board of Education and its individual Board members, agents, servants, representatives, employees, contractors, predecessors and successors in interest, and all other persons or entities of the Board for personal injury property damage, or other claim of harm resulting from the organization's use of the facility even if such injuries and/or property damage is alleged to have resulted from the negligent acts and/or omissions of Rockdale County Public Schools, Rockdale County Board of Education and its individual Board members, agents, servants, representatives, employees, and all other persons or entities of the Board. Users shall be required to provide a Certificate of Insurance for coverage and amounts satisfactory for indemnification and defense of Rockdale County Public Schools and Rockdale County Board of Education.

Liability Insurance Coverage: The organization making the application for the use of Rockdale County Board of Education facilities shall agree to maintain and provide proof of a minimum of \$1 million in liability insurance coverage applicable to the use of the facility and said liability insurance coverage must be effective for the duration of the users use of the facility and for the duration of the agreement between the user and Rockdale County Public Schools and Rockdale County Board of Education as required by O.C.G.A. § 51-1-53.

I understand no refunds will be made once I render payment for facility use or personnel time.

Printed Name & Title of Officer

Signature of Officer

Date

Name of Organization & Responsible Party:	Date:
To Be Completed by Chief Financial Officer:	
<input type="checkbox"/> I approve the application.	
<u>Fee and Payment Schedule</u>	<u>Middle School Fee</u>
	<u>High School Fee</u>
	<u>Payment Date</u>
Security Deposit (if applicable)	
Auditorium/Theater Fee (# hours x cost per hour)	
Classroom Fee (# hours x cost per hour)	
Commons Area Fee* (# hours x cost per hour)	
Event Total	
1/3 Payment as deposit	
Balance Due	
Theater Manager Fee (# hours x \$35)	
Custodial Fee** (# hours x 18)	
Security deposit will be shredded after performance date unless otherwise instructed	
I understand no refunds will be made once I render payment for facility use or personnel time.	
Security personnel will be coordinated by Vernon Sands (ysands@rockdale.k12.ga.us). Level of security will be at the discretion of the Office of School Safety and Student Affairs.	
*A fee will be charged if using Commons area only	
** Custodial fees applicable during non-working hours. All payments for custodial fees should be made payable to GCA Services Group and submitted to the Chief Financial Officer.	
<input type="checkbox"/> I do not approve the application for the following reason:	
<input type="checkbox"/> Time conflict with school schedule	
<input type="checkbox"/> Unsatisfactory previous experience with requester group	
<input type="checkbox"/> Proposed use incompatible with building design	
<input type="checkbox"/> Other (specify) _____	

Signature of Responsible Party

Date

Signature Chief Financial Officer

Date