

PANORAMA COMMUNITY SCHOOL DISTRICT FACILITIES RENTAL AGREEMENT

Organization _____ Category: A B C D Agreement Date _____

Contact Person _____ Contact Phone _____

Rented Facility Space(s) _____ Start Time _____ End Time _____

Rental Date(s) _____ Total Days/Hours _____ X \$ _____ = _____

Custodial Support: Total Hours per day _____ Total Hours _____ X \$20 = _____

Aud Lighting Tech: Total Hours per day _____ Total Hours _____ X \$25 = _____

Aud Sound Tech: Total Hours per day _____ Total Hours _____ X \$25 = _____

Kitchen Supervisor: Total Hours per day _____ Total Hours _____ X \$20 = _____

Auditorium Tech Equipment: Total days/hours _____ X \$ _____ = _____

Athletic Tech Equipment: Total days _____ X \$ _____ = _____

TOTAL RENTAL COST: _____

_____ The undersigned has read and agrees to abide by the requirements outlined in the district **Facilities Use Guidelines**. In addition, the undersigned agrees to hold the district harmless from all claims arising from organization's use, conduct, or management of facility, grounds or contents, including theft or damage to property. Undersigned further agrees to hold the district harmless from all costs, attorneys' fees, expenses, and liabilities incurred in connection with such claims.

_____ An organization renting **the auditorium** further agrees to abide by the following requirements:

- Absolutely no food or drink is allowed in the auditorium, sound and lighting booth, stage, or backstage areas. Only bottled water in plastic see-through containers is allowed in dressing rooms for performers.
- No glitter or comparable products is allowed in carpeted areas or on seats in auditorium.
- No effects using sparks, smoke, steam, or water are allowed in the auditorium and/or stage.
- Nothing is pinned or adhered to curtains/surfaces in auditorium, dressing rooms, stage or backstage areas.
- Any curling irons, irons, or other heated devices are used only with adequate adult supervision and are kept away from counters and flammable objects to prevent threat of fire or damage to property.
- No lighting is to be moved by groups or individuals renting the space.
- The auditorium sound and lighting system is only used by technician(s) trained by the district.
- All dressing areas are maintained in neat and orderly fashion throughout entire rental agreement.
- Promptly clear the stage, backstage, dressing rooms, and auditorium following a production or performance. Striking scenery and clearing the stage and dressing rooms must be completed with 24 hours of the close of the production or performance.

_____ The organization agrees to have **designated supervisor(s) on-site at all times** to maintain a safe and orderly environment and to properly protect the facility and equipment. Supervisor(s) must:

- Provide a cell phone # that will be made available to school personnel prior to each event.
- Monitor young people in all areas to prevent unsafe activities that could cause injury or damage property
- Ensure that school property is protected and respected by all participants
- Return all equipment and materials to its original location and in same condition
- Ensure all areas are checked and cleaned, including restrooms, hallways, interior rooms, entrance areas
- Identify and report any damage or missing property immediately to school personnel before exiting facility. Any damage or missing property will be paid for by organization
- Identify and report need for additional cleanup immediately to school custodian before exiting facility. Any additional cleanup costs will be paid for by organization

_____ The organization understands the **district reserves the right to cancel or transfer the location** in case it becomes necessary to schedule a school function at the same time.

_____ Liability Insurance Provided

_____ Payment Made

Signature of Applicant

Date

Facility rental will be scheduled on calendar once agreement is completed and payment is made