

Allendale Public Schools Fine Arts Center

Application for Non-School Functions

Organization _____ Contact Person _____

Business Phone _____ Home Phone _____ e-mail _____

Type of Event _____ Expected attendance _____

Use Schedule

Date	Day	Activity	Arrival Time	Start Time	End Time	Departure
Example 4/15/05	Friday	Rehearsal	6:30 PM	7:00 PM	10:00 PM	10:30 PM

Additional Rooms Needed (Subject to Approval)

Dressing Room Scene Shop Box Office Other _____

If you need additional space not associated with the Auditorium, please contact the Facility Coordinator at (616)892-3482

Staging Needs: (include quantity)	Audio visual Needs: (include quantity)
<input type="checkbox"/> Lectern	<input type="checkbox"/> Lectern Microphone
<input type="checkbox"/> Orchestra Shell	<input type="checkbox"/> Wireless Handheld Microphone # requested _____
<input type="checkbox"/> Choral Risers for _____	<input type="checkbox"/> Wireless Lavalier Microphone #requested _____
<input type="checkbox"/> Grand Piano Tuned \$	<input type="checkbox"/> Handheld Wired Microphone # requested _____
<input type="checkbox"/> Chairs _____	<input type="checkbox"/> Choir Microphones
<input type="checkbox"/> Music Stands _____	<input type="checkbox"/> On Stage Audio Monitors
<input type="checkbox"/> Tables on stage 8Ft _____ 6Ft _____	<input type="checkbox"/> CD Player
<input type="checkbox"/> Tables in lobby 8Ft _____	<input type="checkbox"/> Cassette Tape Player
<input type="checkbox"/> Orchestra Pit	<input type="checkbox"/> Audio Recording of Event
<input type="checkbox"/> Access to Fly System for Scenery	<input type="checkbox"/> Video Projection
<input type="checkbox"/> General Stage Lighting (White light)	<input type="checkbox"/> Power Point Projection
<input type="checkbox"/> Special Lighting (Contact Theater Manger)	<input type="checkbox"/> DVD/VCR Player
<input type="checkbox"/> Follow Spots _____ (Up to 2)	<input type="checkbox"/> Stage Technicians – Arrange with Theater designee

Procedures

1. Application forms are available from the Facility Coordinator.
2. Return Completed application form to the Allendale Public Schools Fine Arts Center, attn: Facility Reservations, no less than thirty (30) days prior to date requested. No reservation will be made until authorized representatives approve this application.
3. Upon approval, a copy of this application will be forwarded to you, and you will be contacted by the facility coordinator to discuss your event.
4. The person completing this application or the person assuming responsibility for the group should be familiar with the Allendale Public Schools Fine Arts Center User Policies and Regulations.
5. Any fees due should be paid to the Facility Coordinator. Make checks payable to Allendale Public Schools.
6. Applicant must confirm all Reservations 48 hours in advance of event.

Application Approval By: _____ Date: _____

Facility Coordinator

Allendale Public Schools Fine Arts Center Use Policy

1. All groups must have a designated, responsible and approved non-student adult in charge who will take responsibility for discipline, protection of school property and school policy.
2. Only the rooms or designated area granted in the original request shall be used.
3. No beverages, food, candy, or other consumables shall be allowed within the auditorium.
4. No alcoholic beverages or illegal (non-prescription) drugs of any kind or nature shall be served, consumed or brought onto school property.
5. There will be no smoking or tobacco products allowed on the school campus.
6. Classroom materials and/or equipment are not to be used without prior specific permission, if available.
7. All rooms are to be left in an orderly condition after usage.
8. All activities on Sunday through Thursday shall terminate by 11:00 PM unless specifically exempted by the theater manager.
9. No liability of any kind or nature shall be borne by the district, any employee, officer, agent, and board members individually or collectively, as a consequence of permitting access to this facility or facilities.
10. All electrical and mechanical equipment shall be used and operated only by school personnel or competent designee as approved by the theater manager.
11. Disorderly conduct of any kind will be reported to the police and may result in the loss of the privilege to use the district facilities.
12. The auditorium manager on duty normally will not open the building until the supervisor for the sponsoring group is on duty.
13. The theater manager or designee shall be on duty when the auditorium and adjacent areas are used.
14. The theater manager will determine the number of facility personnel necessary for a given production.
15. The use of open flames, such as candles, hand torches, and or pyrotechnics, is strictly prohibited. Fire resistant materials shall be used whenever possible. Nothing shall be done in or on any part of the facility, and nothing shall be brought or kept in the facility which will, in any way, increase conditions of any insurance policy upon the building or any part of the building, or, in any way increase the rate of fire or public liability insurance upon the building or property kept therein, or, in any way conflict with fire department regulations, or with any rules, regulations, or ordinances. Any individual using the facility shall not operate any engine or motor or machinery or use oils, burning fluids, camphene, kerosene, naphtha or gasoline for either mechanical or other purposes.
16. Sets, props, and/or scenery removal must occur no later than 48 hours after the final performance, or sooner if required by the theater manager.
17. If an event is canceled due to inclement weather every possible attempt will be made to reschedule any event thus affected. If the event cannot be rescheduled any deposits received will be refunded.

Rental of the Fine Arts Center will require an initial four (4) hour block per day. The flat rate will include the following services and amenities: Theater Technician, access to dressing rooms, fly rail, sound system, and basic house lighting plot. For any period of time the facility is used after the initial four hour period, time will be billed hourly and includes the same services and amenities.

In District	Mon – Fri	Sat/Sun
Four (4) Hour Block For Event	\$350.00	\$400.00
Four (4) Hour Block For Rehearsal	\$175.00	\$225.00
Per Hour After Four (4) Hours	\$90.00	\$100.00

Out of District	Mon - Fri	Sat/Sun
Four (4) Hour Block For Event	\$500.00	\$550.00
Four (4) Hour Block For Rehearsal	\$250.00	\$300.00
Per Hour After Four (4) Hours	\$125.00	\$125.00

Additional charges will be made for the following equipment and services.

Additional Hourly Rates	In District	Out of District
Stage Hand (3 hour Minimum)	\$12.00	\$12.00
Box Office/Usher Staff	\$12.00	\$12.00
Full access to lighting	\$20.00	\$30.00
Custodial		
Additional Daily Use Rates		
Additional Wireless Microphones	\$20.00 ea.	\$20.00 ea.
E-6 Headset for Wireless	\$15.00 ea.	\$15.00 ea.
Projection	\$45.00	\$60.00
Follow Spots	\$45.00 ea.	\$50.00 ea.
Grand Piano	\$75.00	\$75.00

For more information please contact Facility Reservations at (616) 892-3482 or theater@allendale.k12.mi.us