



Plainwell Community Schools
Performing Arts Center
APPLICATION FOR USE



Return completed form to: Julie Smith, Plainwell Community Schools, 600 School Dr., Plainwell MI 49080
Phone: (269) 685-5823 | Fax: (269) 685-1108 | Email: jsmith@plainwellschools.org

Please complete form in its entirety. Incomplete forms will not be accepted.

NAME OF ORGANIZATION: _____ TODAY'S DATE: ___/___/___

EVENT/PURPOSE: _____ DATE Range Requested: ___/___/___

NAME OF PERSON IN CHARGE: _____ to ___/___/___

ADDRESS: _____

EMAIL and PHONE: _____

ESTIMATED NUMBER OF PARTICIPANTS: _____ ESTIMATED NUMBER OF ATTENDEES/GUESTS: _____

(LESS THAN 500: MAIN FLOOR, 501 OR MORE: MAIN FLOOR & BALCONY)

Schedule of Fees

Half Day Rental

(Up to four hours from time entering to time exiting building.)

\$400 per half day

Full Day Rental

(Up to eight hours from time entering to time exiting building.)

\$750 per full day

TERMS: *Half Day and Full Day rentals include use of facilities (auditorium, lobby, orchestra pit, dressing rooms and ticket office), technician services, and custodial services. Groups who run over their allowed time will be charged \$100 per hour over (rounded up to the nearest hour). Groups may not switch Half Day rentals to Full Day Rentals or change schedule in any way after agreement is accepted. Plainwell Community Schools reserves the right to change schedules as needed but will make every effort not to. In the event a group causes technicians or custodians to work beyond terms of agreement (i.e. to repair something the group damaged or for extra cleaning above and beyond), the group will be billed \$100 per hour. Snow removal costs will be billed to the renter. The percentage of ticket sales given to Plainwell Schools is negotiable.*

A minimum security deposit of \$250 is due with application. Renter will pay balance in full within 30 days of receipt of invoice. It is the responsibility of the party requesting rental to make sure copyright permits are in place as needed. Events should be scheduled before the start of the trimester in which the event would be taking place in order for technician students to be scheduled to work. Contact Keven Badalamente at 685-9554 ext. 1551 with technical questions.

See agreement on next page for more terms and conditions.

OTHER COMMENTS/REQUESTS: _____

The organization agrees to following regulations: It is explicitly understood that the sponsoring organization/person has full responsibility for the care of the area used, and will leave it in a clean condition, with equipment in place. It is further understood that the sponsoring organization/person assumes the responsibility for the actions and any damages of the guests, agrees to the rules and terms listed above and on the attachment(s) to this form, and that Plainwell Community Schools is held harmless in any liability involving the above usage/rental. Please notify Julie Smith at (269) 685-5823 if you must cancel. Canceling within 30 days of event start and no-shows will result in loss of deposit. Lack of notification may result in a fee being charged to your organization. Receipt of Application for Use and Facility Use Agreement, signed by both parties, denotes approval. Your Application for Use is NOT approved until you receive confirmation. I agree to all of the conditions pertaining to this agreement and its attachments.

Applicant's Signature: _____ PPAC Coordinator: _____

For Office Use Only RENTAL FEE: _____ SECURITY DEPOSIT RECEIVED: _____

Plainwell Community Schools

Performing Arts Center

FACILITY USE AGREEMENT - Building use requests will be approved subject to agreement to the following provisions:

- A. Users must take reasonable steps to ensure orderly behavior and will be responsible for paying for all damage associated with their use of the facility or equipment.
- B. The District reserves the right to request payment of estimated fees in advance.
- C. Use of matches, candles and other flammables is not permitted. Decorations must be fireproof and shall be erected and taken down in a manner not destructive to District property. Decorations are subject to the approval of the District.
- D. The user shall be fully responsible for all loss or damage to District property, including property of students and employees. The District will not be responsible for any loss of valuables or personal property. The Board of Education accepts no liability for injury or loss of property while user is using a building or facility.
- E. Requests for District-owned equipment are not included in the direct or indirect costs and shall be charged based on request and type of equipment.
- F. The use of any materials on floors or other parts of the building is strictly prohibited without specific approval in writing from the District.
- G. Uses of stages, furniture, and equipment must be arranged for in advance. Set-up and clean-up may be performed by members of the group using the facility, provided the responsible persons are listed on the application. Additional custodial services required for work not done satisfactorily will be paid for by the user. Arrangements must be made with the District for use of any special or extra equipment. Extra compensation paid employees for moving, operating, or supervising special or extra equipment will be charged to the user.
- H. Use during summer vacation, on holidays, or during other vacation periods shall not conflict with building cleaning, and renovating programs and will depend on the availability of building service personnel for supervision.
- I. Gambling of any kind is prohibited.
- J. A custodian shall be on duty whenever the facility is being used except as exempted by the District. All furniture and equipment must be left in proper places and in the same condition as prior to use. The custodian will render assistance in handling furniture and equipment and will be responsible for seeing that the facility or facilities are left in good order after the activity is over. The custodian's overtime, including clean-up time, will be charged at the appropriate hourly rate.
- K. Corridors, exits, and stairways must be free of obstructions at all times. Exits are to be lighted when facilities are in use. Members of audience or spectators must never stand or sit so they block exits, stairways, or aisle ways.
- L. The name of Plainwell Community Schools may not be used as part of promotional campaigns. Flyers, booklets, or other printed or audio-visual materials may not be distributed unless they relate directly to the activity for which the school facility is being used.
- M. Activities will be consistent with District philosophy and individual building policies.
- N. An adult sponsor must be at all student activities. Young children must be under the supervision of a responsible adult.
- O. Compliance with the District's Energy Conservation Program is mandatory. Lights and electrical equipment must be used only as needed. Room temperature will be adjusted by the custodian only.
- P. Use of tobacco, alcoholic beverages and controlled substances will not be permitted on District property at any time.
- Q. Receipt of *Application for Building Use*, signed by both parties; *Facility Use Agreement*, signed by both parties; and a security deposit denotes approval.

PLEASE NOTE: Responsibility for enforcement of rules and regulations concerning use of District facilities rests with the user. Any infractions of the above regulations may be grounds for refusing to grant subsequent requests for the use of District facilities.

The Plainwell Community School District complies with all federal laws and regulations prohibiting discrimination on the basis of race, sex, color, national origin, or physical or mental handicap. Upon request to the Superintendent, the District shall make reasonable accommodation for a disabled person to participate in any building activity.

Applicant Signature: _____ PPAC Coordinator: _____



PAC Request Specs Form

EVENT NAME _____

ORGANIZATION _____

RESPONSIBLE PARTY _____

EMAIL _____ DAY PHONE _____

DATE	AUDIENCE? Y/N and APPROX. SIZE	ARRIVAL TIME FOR SETUP	REHEARSAL OR PERFORMANCE START TIME	DEPARTURE TIME (EST.)

Please call Julie at 269-685-5823 regarding scheduling questions or if you need to reserve more than four dates.

Lobby doors open 60 mins. before event. House doors open 30 mins. before event.

EQUIPMENT/FURNITURE/SPACE (check or indicate number needed)

___ Music Stands ___ Chairs (stage) ___ Tables (stage) ___ Chairs (lobby) ___ Tables (lobby)

___ Risers ___ Shell ___ Digital Projector/Screen** ___ Wired Mics ___ Wireless Mics

___ Podium ___ Spotlights ___ Grand Piano* ___ Stand-up Piano ___ Orchestra Pit

*Extra fee for use - \$150

**Screen hangs behind main curtain, 4' off the floor. Screen & shell can't be used simultaneously.

Please call Keven at 685-9554 x1551 to discuss any special tech needs.

Please fill out stage set up sheet on reverse.

PLAINWELL COMMUNITY SCHOOLS

Performing Arts Center

EQUIPMENT/STAGE LAYOUT

Risers? YES/NO

How many? _____

Shell YES/NO

Orchestra Pit YES/NO

FURNITURE/FIXTURES

Music Stands

Chairs

Risers

Podium

Tables

AUDIO/VISUAL

Digital Projector/Screen***

Spotlight(s)*

Grand Piano**

Wired Mics

Wireless Mics



Please provide sketch of stage set up.

