

FORM

2006

3280F.1

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COMMUNITY RELATIONS

COMMUNITY USE OF DISTRICT FACILITIES (H.S. AUDITORIUM)

Facilities Usage Application for H.S. Auditorium

Organization Information:

Please Print Clearly

| Requesting Organization | | | | |
|--|------|-------|---|--|
| Mailing Address – Street / Post Office Box | | | Suite / Apt. Number | |
| City | | State | Zip Code | |
| Person Signing Agreement | Name | | Title | |
| Profit Corporation? <input type="checkbox"/> Yes <input type="checkbox"/> No Organization Benefiting: _____ | | | Not for Profit Organization <input type="checkbox"/> Yes* <input type="checkbox"/> No | |

***Must provide a copy of your Internal Revenue Service 501 (C) (3) Acceptance Letter 1045 & Proof of Insurance**

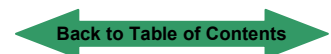
Contact Information:

At Least Three Officers, Individuals, or Chaperones in Charge of Requested Function Must Sign Below

| | | | | |
|--------------------------|---------|-----|--------------|-------|
| Primary Contact | Name | | Title | |
| Day Phone | Evening | Fax | Cell / Pager | Email |
| Secondary Contact | Name | | Title | |
| Day Phone | Evening | Fax | Cell / Pager | Email |
| Third Contact | Name | | Title | |
| Day Phone | Evening | Fax | Cell / Pager | Email |

Do not advertise or plan definitely on using the Auditorium in accordance with this application until it has been approved and returned to you. Your Activity is approved on two factors:

1. If school is cancelled, your event is also.
2. We reserve the right to cancel your event if a school activity needs your approved space; this type of cancellation is rare.



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COMMUNITY RELATIONS

COMMUNITY USE OF DISTRICT FACILITIES (H.S. AUDITORIUM) (CONT'D.)

All persons, organizations, or other entity which request the use of District facilities must assure the District that the user is in compliance with Title IX of the Education Amendments of 1972. Each application for building or grounds use must contain the following signed assurance:

The _____ agrees that it will comply to the extent applicable with Title IX of the Education Amendments of 1972 and applicable requirements imposed, to the end that no person shall be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under any activity conducted by the _____ while using school property.

Date

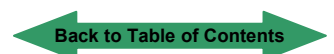
Signature

Furniture and Equipment

The applicant is required to specify furniture and equipment needs on the Union-Endicott Facilities Usage Application and communicate these needs to the Buildings and Grounds Department at the time the application is submitted. Please check any item(s) below that will be needed for the activity from the District.

| Item | Number | Where | How Long |
|--------------------|--------|-------|----------|
| Chairs | _____ | _____ | _____ |
| Tables | _____ | _____ | _____ |
| Projector Screen | _____ | _____ | _____ |
| Overhead Projector | _____ | _____ | _____ |
| TV | _____ | _____ | _____ |
| VCR | _____ | _____ | _____ |
| DVD | _____ | _____ | _____ |
| Laser Disc | _____ | _____ | _____ |
| Computer | _____ | _____ | _____ |
| Projection Panel | _____ | _____ | _____ |
| Speaker Podium | _____ | _____ | _____ |
| Microphones | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Additional technical lighting, stage and sound system equipment may be available for use for additional fees. Call the Theater Manager (757-2804) to determine availability of other sound system equipment for rental options/costs.



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COMMUNITY RELATIONS

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Event Information:

| Date(s) Desired | Mon. | Tues. | Wed. | Thurs. | Fri. | Sat. | Sun. |
|---|------|--|------|--------|---|------|------|
| Time(s) Desired | | | | | | | |
| Actual Time of Event(s): | | | | | | | |
| Title & Description of Event(s): | | | | | | | |
| Approx. Performance Length: _____Hr _____Min | | Will there be an intermission? <input type="checkbox"/> Yes <input type="checkbox"/> No How Long? _____ | | | Photo/Video Recording? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Is this a ticketed event? <input type="checkbox"/> Yes <input type="checkbox"/> No | | Seating: <input type="checkbox"/> Reserved <input type="checkbox"/> General Admission | | | Benefit performance? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Who: _____ | | |
| Is event open to public? <input type="checkbox"/> Yes <input type="checkbox"/> No | | Anticipated Attendance: | | | Admission Fee To Be Charged: \$ _____. | | |
| Will Food or Drink be dispensed or sold? <input type="checkbox"/> Yes <input type="checkbox"/> No | | If yes, Contact: | | | Tel: | | |
| NOTE: FOOD OR DRINK IS NOT PERMITTED INSIDE THE THEATRE AT ANYTIME. ORGANIZATION MUST PROVIDE EXTRA ADEQUATE STAFF TO ENFORCE THIS CODE. FAILURE TO DO SO, MAY RESULT IN YOUR ORGANIZATION BEING BILLED EXTRA FOR CLEAN UP. | | | | | | | |
| Will you be using the theatre lobby? Auditorium Use? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: <input type="checkbox"/> Before Performance <input type="checkbox"/> Between Performance <input type="checkbox"/> After Performance | | | | | | | |
| Please indicate if you need theatre assistance in these areas: Handicap Accessibility <input type="checkbox"/> Yes <input type="checkbox"/> No - If Yes, Please give time(s) for custodian to meet patrons at the East Side Entrance of the High School: _____ For special arrangements please call the main office at 757-2181. Publicized on School Website Listing <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | | | |
| If you answered Yes to any question, please provide the following information for the person who should be contacted by the Performing Arts Technician or the Custodial Staff: Name: _____ Telephone: _____ Email: _____ | | | | | | | |

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COMMUNITY RELATIONS

COMMUNITY USE OF DISTRICT FACILITIES (H.S. AUDITORIUM) (CONT'D.)

U-E Auditorium Rental Attachment Agreement:

| |
|--|
| <ul style="list-style-type: none">• No Food or Beverage is allowed in the Auditorium or on the Stage at anytime. Food is allowed in designated prop room area(s) if necessary and if approved ahead of time. |
| <ul style="list-style-type: none">▪ Balcony will remain closed during rehearsals and restricted to support staff only. |
| <ul style="list-style-type: none">▪ There will be no taping/screwing/hanging of any item on the curtains, stage, or auditorium seating. Any exceptions will be only with the Theater Manager's approval. Spike/gaffers tape (available upon request) is the only type of tape to be used and must be removed after the performance by the organization. |
| <ul style="list-style-type: none">▪ Special lighting, sound, or other production elements must be arranged a minimum of two weeks prior to production to assure availability. |
| <ul style="list-style-type: none">▪ The auditorium will be left clean, neat, and organized - the way it was upon load-in, with all props, equipment and supplies returned to designated areas before leaving. The Theater Manager will give approval before departure and organization must sign a time sheet for auditorium use. |
| <ul style="list-style-type: none">▪ Organization/group must hire off-duty police officers at the group's expense for security and traffic control. One officer for crowd up to 500 and two officers when crowds will exceed 500 people. |
| <ul style="list-style-type: none">▪ The Union-Endicott High School Student Stage Crew may be available on a volunteer basis for production support. However, their availability cannot be assured for all dates. Occasionally, it may be necessary to hire additional professional staff. Arrangements can be made through the Theater Manager, or must be supplied by organization/group. If the organization/group provides such assistance, it is understood that those persons providing the assistance will be under the supervision and control of the Theater Manager. |
| <ul style="list-style-type: none">▪ Consumable supplies (batteries, for example) must be supplied by the performing organization/group and made available to the Theater Manager two weeks prior to production. |
| <ul style="list-style-type: none">▪ Instruction in the use of all District-owned equipment will be provided by the Theater Manager, who may terminate the use of that equipment at any time as a result of abuse, misuse, or failure to comply with the provided instruction. |
| <ul style="list-style-type: none">▪ The Theater Manager has veto power over any technical or logistical use of the facility, which he deems unsafe, detrimental to facility or equipment, or technically unfeasible. |

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COMMUNITY RELATIONS

COMMUNITY USE OF DISTRICT FACILITIES (H.S. AUDITORIUM) (CONT'D.)

- Union-Endicott Central School District will not provide any stage construction services or provide any scenic elements or props. Organization must supply its own tools, stage equipment, props, backdrops, scrims and cycloramas for production. They must also supply proof of insurance and pay local labor rates to anyone employed. Construction and use of scenic elements or props need approval and inspection by Union-Endicott Central School District personnel.
- The Theater Manager will coordinate and/or arrange for load-in, set-up, strike and load-out, and all production needs for all auditorium uses. Please contact A.S.A.P. at 757-2804.

U-E Auditorium Rental Attachment Signature:

The _____ organization agrees to comply with the terms and conditions of this application. We are also fully responsible for the care of auditorium while in our use. We agree to replace at full value any piece of equipment or property damaged internally and externally by our organization we agree to pay a usage fee of \$40.00/hour for the use of the auditorium and a hiring fee of \$25.00/hour for the Theater Manager, who must be hired if lighting or other electronic devices are requested. Furthermore, this organization agrees to provide a certificate of General Liability Insurance and Indemnification Language if requested by the District as outlined in Board Form #3280F.2

Organization Signature

____ / ____ /20
Date

Implemented: 6/6/06
Revised: 9/19/12
2/19/13

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