REED-CUSTER CUSD 255
DISTRICT AUDITORIUM USAGE APPLICATION (10/07)
(must be submitted a minimum of four weeks prior to usage request)

Name of Person Completing Application: _____ **Date:** ____/____/____

Group Name: _____**Event Name**: _____

Date(s) Requested for Event: (a continuous activity within a seven day window) _____

NOTE: For security reasons, no one is allowed in our buildings during school hours. Therefore, if you are requesting a date during the school year you will be unable to gain access until after 3:30pm.

From _____ to _____ (from the time you enter until the last person leaves)

Will your group be charging admission or taking a collection for donations?	YES	NO
Is your group's place of business within the Reed-Custer District?	YES	NO
Is this a Reed-Custer CUSD 255 student or parent group?	YES	NO
Is your group a profit or business enterprise?	YES	NO

The following equipment is available for use at an extra charge. Please indicate the items you are requesting.
Note: Charges vary per hour, per day/night, or per event (dates listed above).

Tables, $5.00 each furnished and setup (event)	Number requested	_____(identify location)
Chairs, $2.00 each furnished and setup (event)	Number requested	_____(identify location)
Lectern or Podium, $10 furnished and setup (event)	Number requested	_____(identify location)
Band or choral risers, $50 furnished and setup (event)	Number requested	_____(identify location)
Music Stands, $2 per stand (event)	Number requested	_____
Full Stage Usage, $100/hour	Hours requested	_____
Partial (front of grand curtain) Stage Usage, $25/hour)	Hours requested	_____
Stage Step Dance Floor, $10/roll (event)	Number requested	_____
Dressing or classrooms, $25/room inc. chairs (day/night)	Number requested	_____ max capacity = 30/room
Projector inc. DVD/VCR & screen, $100 (per day/night)	Requested	_____
Use of spotlights, $35 (event)	Requested	_____
Use of lighting control board, $50 (event)	Requested	_____
Use of sound control board, $50 (event)	Requested	_____
Connection fee for outside lighting control, $50 (event)	Requested	_____
Connection fee for outside sound/equipment control, $50 (event)	Requested	_____
Corded microphone, $25each (day/night)	Number requested	_____
Wireless microphone, $50each (day/night)	Number requested	_____
Use of orchestra pit setup, $250 (event)	Requested	_____
Use of ticket booth, $25 each (day/night)	Number Requested	_____
Closing seating area partition, $50 (event)	Requested	_____
Setup of band shell $150 (event)	Requested	_____
Use of Grand Piano $50 (event)	Requested	_____
Use of Cafeteria $25 w/o kitchen (tables extra) (day/night)	Requested	_____

The following charges are mandatory for all groups using the auditorium

Non-Refundable, $250 deposit required at time of application[1]		
In-District[2], non-profit charging no fees, $50/hour	Number of Hours	_____
In-District[2], non-profit charging fees, $75/hr	Number of Hours	_____
Out-of-District[3], $75/hour	Number of Hours	_____
Custodial Service Provided[4] @ $28/hour	Number of Hours	_____
Supervisory or Technical Services Provided[5]@ 33.00/hr	Number of Hours	_____

[1]If there is no reason to retain deposit it will be applied to charges incurred. If users are found using any equipment that was not requested, or violating any part of this agreement, they will incur additional charges and forfeit the deposit as a penalty.
[2]In-District is an individual or group that resides in the district and involves the majority of students or community
[3]Out-of-District is an individual or group that resides or provides services outside of the school district.
[4]This charge is for one custodian and is considered minimum, you may be required to have more than one.
[5]Technical Services must be provided if any technical, lighting or sound equipment is to be used. This is for one technician and you may be advised to have more than one depending upon the usage.

Auditorium Mgr: _____ Director of Operations: _____

The applicant further covenants and agrees that, should this application for use of the Reed-Custer CUSD 255 Auditorium be granted, the applicant will indemnify, keep and save harmless the Board of Education, its members, officers, agents and employees, in both individual and official capacities, against all suits, claims, damages, losses, and expenses, including attorneys' fees, which are the result of any intentional, willful and/or negligent act of those persons present at the Auditorium during the applicant's usage thereof. This provision shall be construed as obliging the applicant to indemnify, keep and save harmless the parties designated herein to the full extent as allowed by the laws of the State of Illinois and not beyond any extent which would render this provision void or unenforceable. Adequate supervision to protect facilities and participants must be provided by the users of the facilities and must be cleared by the District Administration. The applicant further covenants and agrees that the applicant, and necessary parties, have received and reviewed the Rules and Procedures for Reed-Custer CUSD Auditorium Use, understands them and agrees to abide by this document. The applicant further covenants and agrees that, should this application for use of the Reed-Custer CUSD 255 Auditorium be granted, the applicant will pay for the cost of repairing and/or replacing any damaged equipment and/or fixtures sustained at the Auditorium or adjacent facilities to the Auditorium.

The undersigned and the organization named above hereby agree to abide by all applicable laws, rules, and regulations and understand that the use of the facility can be withdrawn at any time.

_____ _____/_____/ILLINOIS
(print name) (address)

_____ _____-_____-_____ _____-_____-_____
(signature) (telephone) (mobile phone)