



WEST CLERMONT LOCAL SCHOOL DISTRICT

4350 Aicholtz Road, Suite 220
Cincinnati, OH 45245
(513) 943-5000
www.westcler.org

Lance Perry – Director of Operations
Kristen Algiers – Secretary

P.A.C. / Theatre Use Application

Date: _____
Name of organization: _____ Phone: _____
Billing Address: _____
Contact name: _____ Phone: _____
Person in charge of event: _____ Phone: _____
Email: _____

Will a fee be charged for the event? (If *YES* how much): _____

Purpose of function (please provide brief description): _____

Building(s) requested: _____

District facility requested (specify rooms and/or areas): _____

Date(s) requested: _____

Start time : _____ End time: _____

Estimated audience size: _____

Will you employ individuals to work the rental event? _____ If *YES*, please attach the appropriate proof of Worker's Compensation coverage from the State of Ohio.

Will there be any serving or selling of any food products by the Sponsor or Organization at this event?
_____ *NO* _____ If *YES*: The concession facilities may not always be available during certain times of the year. All rules and regulations in the administrative guidelines in regards to the sale of concessions must be followed. The athletic booster organizations at each High School have the first right to sell concessions during any rental of athletic facilities.

Please note that drinks are not permitted in our gym or theatre facilities.
Refusal to abide by this policy may result in disapproval of future requests.
This application only covers the dates, times, rooms and equipment listed.
Any additions will result in additional charges.

Check any of the following that are needed for the date(s) of occupancy. If something requires more than (1), enter quantity in the box. (** denotes specialized equipment that will be charged at a rate of \$20 per item and may require a Tech worker)

- | | | | | |
|--|---|---|---|--|
| <input type="checkbox"/> Back Stage | <input type="checkbox"/> Scene Shop | <input type="checkbox"/> Backdrop | <input type="checkbox"/> House Seating | <input type="checkbox"/> Podium |
| <input type="checkbox"/> Dressing Room | <input type="checkbox"/> Upright Piano ** | <input type="checkbox"/> Conductor's Podium | <input type="checkbox"/> Lobby | <input type="checkbox"/> Grand Piano ** |
| <input type="checkbox"/> Tables | <input type="checkbox"/> Projection Screen | <input type="checkbox"/> Music Stands | <input type="checkbox"/> Proxima ** | <input type="checkbox"/> Risers |
| <input type="checkbox"/> VCR/DVD Player ** | <input type="checkbox"/> Scrim | <input type="checkbox"/> Gen. Stage Lighting | <input type="checkbox"/> Music Chairs | <input type="checkbox"/> CD Player ** |
| <input type="checkbox"/> Area Lighting ** | <input type="checkbox"/> Stage Dressing Rooms | <input type="checkbox"/> Audio Tape Player ** | <input type="checkbox"/> Follow Spots | <input type="checkbox"/> Folding Chairs##### |
| <input type="checkbox"/> Folding Chairs | <input type="checkbox"/> Monitors ** | <input type="checkbox"/> Microphones** | <input type="checkbox"/> Upstage Black Traveller & Legs | |
- Specialized Lighting (cue list must be attached)

Special services or equipment requested (*NOTE: We may not be able to accommodate all service or equipment requests*): _____

Estimated Rental Fee

Facility Requested _____ \$ _____

Special Services/Equipment _____ \$ _____

Special Services/Equipment _____ \$ _____

Personnel Requested: Media Tech. _____ \$30 p/hr (x 3 hr. min.) = \$ _____

Personnel Required: Custodial _____ \$40 p/hr (x 3 hr. min.) = \$ _____

Total Fees = \$ _____

A school custodian shall be on duty whenever a facility is being used.
 The custodian's overtime, including clean-up time, will be charged at the appropriate hourly rate.
 Food-service personnel shall be required, in addition, when kitchen facilities are requested.

**Copy of current Certificate of Liability must be on file prior to start of activity
 Hold Harmless Agreement (*This section must be completed by the Applicant.*)**

_____ (Renter) agrees to indemnify the West Clermont Local School District Board of Education (the "Board"), its members, employees and agents and to forever hold them harmless from and against all expenses, liabilities, claims, suits or judgments of every kind whatsoever, including attorney's fees and court costs, by or on behalf of any person, firm or corporation, arising out of Renter's use of the facility, including any acts or omissions of the Board, its members, employees or agents. This indemnification shall be construed to apply to the fullest extent permissible by law. Renter shall be liable for reasonable attorney's fees and the cost of litigation associated with enforcement of the obligations set forth in this Agreement. Renter hereby represents and acknowledges that Renter fully understands the terms of this Agreement and their significance. Renter acknowledges that Renter has been notified that the West Clermont's Facilities Use Regulations and Guidelines are viewable on the District's website and agrees to abide by said Regulations and Guidelines.

Renter's signature: _____ Date: _____

Building Principal's signature: _____ Date: _____

Approved: _____ Disapproved: _____