



WEST CLERMONT LOCAL SCHOOL DISTRICT

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

Michelle Clark – Administrative Assistant
Lance Perry – Director of Operations

WCHS Theatre and WCMS P.A.C. 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.

Theater Regulations:

- ✓ No food or drink except for water is allowed in the space at any time. This includes performers, audience members, volunteers, and staff.
- ✓ Booth equipment, including both the light and sound board, is used by certified theater staffing only. These persons must be preapproved by the Theater Coordinator.
- ✓ The fly rail is touched and modified if necessary only by certified theater staff who are preapproved by the Theater Coordinator. Curtains are not to be handled, so any changes to be made need to be altered by theater staff.

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- ✓ In moving from the stage to the house, please use either the ramps on the sides of the stage or the adjacent stairs. Jumping from the lip of the stage and/or standing on the ledge is prohibited.
- ✓ Feet are not to be up on chairs, nor can chairs be used for climbing. This includes rails and ramp walls.
- ✓ A grand piano is stored in the space and is not available for use unless specifically requested.
- ✓ In the event you would like to add something the stage floor (e.g. dance mats, dance floors, etc.) only regulation gaffers tape is permitted on the stage and care must be taken in the application and removal from the floors. Floors will be checked before and after use.
- ✓ Any items you bring to the theater space must leave with you at the conclusion of your event.

Dressing Room Regulations:

- ✓ No food or drink besides water is allowed in the dressing rooms at any time. This includes performers, volunteers, and staff.
- ✓ Studio lights are to be turned off after use.
- ✓ Please do not sit or stand on the dressing room counters; they are for your items and materials.
- ✓ All waste must be disposed of in the trashcans at the conclusion of your event.

WCHS Regulations:

- ✓ The workshop behind the theater is off limits unless approved directly by the Theater Coordinator.
- ✓ If an area is needed in either the dance studio, choir room, and/or practice rooms, all of these spaces need approval from appropriate staff; therefore these requests must be channeled through the Theater Coordinator.
- ✓ Please note that drinks are not permitted in the 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 may have an additional charge 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"/> 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"/> Monitors ** | <input type="checkbox"/> Microphones** | |
| <input type="checkbox"/> Upstage Black Traveller & Legs | | <input type="checkbox"/> 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*): _____

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Estimated Rental Fee

Facility Requested _____ \$ _____

Special Services/Equipment _____ \$ _____

Special Services/Equipment _____ \$ _____

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

Personnel Requested: Student Worker _____ \$12 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: _____

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