

**Application and Agreement for Use of District Property**

APPLICATION FOR RENTAL OF: \_\_\_\_\_

(Auditorium, Gym, Cafeteria, etc. (Must indicate school name and area to be used))

NAME OF ORGANIZATION: \_\_\_\_\_

NAME OF AUTHORIZED REPRESENTATIVE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

DATE(S) REQUESTED	TIME	PURPOSE(S) OF RENTAL (LIST ACTIVITY)

Will admission be charged?  Yes  No If so, amount per person \$ \_\_\_\_\_

**PERFORMING ARTS CENTER NEEDS (PLEASE CHECK IF NEEDED)**

- Basic Sound System or  Enhanced Sound System
- Basic House Lighting or  Special Lighting  Projection Booth
- Dressing Rooms  Ticket Booth  Fly System  Camera/AV
- Piano  Orchestra Shell  Choral Risers

**SPECIAL NEEDS (PLEASE CHECK IF NEEDED)**

- PA/Sound System  Special Lights/Cafeteria  Showers/Lockers  Restrooms
- Cooking Kitchen/Serving  Concession Areas  Smart Board/Projector/AV
- Other \_\_\_\_\_
- Chairs; Seating Number \_\_\_\_\_ Type Desired \_\_\_\_\_
- Audio Visual Number \_\_\_\_\_ Type Desired \_\_\_\_\_

ADDITIONAL LIGHTING COMMENTS OR NEEDS: \_\_\_\_\_

**WHAT DO YOU NEED FOR LIGHTING?**

- General White Lighting  Special Lighting (changes, blackouts, etc.)  Spotlight

**WHAT DO YOU NEED FOR SOUND?**

- Standard Microphone; how many Number \_\_\_\_\_  Tape Deck  Monitors
- Wireless Microphones: Additional Fee Applies, Number \_\_\_\_\_
- Portable Sound System  Hearing assistance equipment in Performing Arts Center
- ~~Someone~~ Sound technicians to operate ~~sound~~ equipment  CD/DVD Player

ADDITIONAL SOUND COMMENTS OR NEEDS: \_\_\_\_\_

**MISCELLANEOUS NEEDS**

- Headset communication from backstage to light booth  Podium
- Restrooms in front of gym  Tables; how many \_\_\_\_\_  Chairs; how many \_\_\_\_\_

ADDITIONAL COMMENTS OR NEEDS: \_\_\_\_\_

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The Fort Thomas Board of Education shall furnish appropriate supervisory and custodial personnel for the event ~~person to be in charge of lighting on each assigned date, and a person to be in charge of the public address system, if the Board's system is used. A supervisor must be present on each assigned date.~~ The organization renting the facility shall be responsible for reimbursing the Fort Thomas Board of Education for expenses incurred in providing the supervisor, custodial services, or any other related services. This includes, but is not limited to, wages paid to the supervisor, as well as employer matching benefits on the wages. If the Performing Arts Center at Highlands High School is the venue, the Auditorium Manager will be present. The Auditorium Manager will determine if Sound or Lighting Technicians will be required for the event. There will be an additional charge for those services. If a group wishes to utilize their own technicians, they will be required to attend training sessions offered by the Auditorium Manager.

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The Fort Thomas Board of Education shall not be responsible for providing any specialized equipment or for any set-up or break-down activities such as scenery. All specialized equipment and set-up or breakdown activities in the Performing Arts Center will be coordinated with the Auditorium Manager.

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Prior to the first date of the activity, the organization's sponsor shall provide the Office of the Superintendent with a certificate of liability provided by the organization's insurance company naming the Fort Thomas Board of Education as additional insured under the policy.

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The \_\_\_\_\_ agrees to abide by the Board policy governing the use of school buildings and grounds and shall be responsible for the conduct of persons using the facility. (Copy attached) The \_\_\_\_\_ shall be legally responsible for any and all damages to the school facilities and grounds resulting from their use by this organization.

**SIGNATURE OF AUTHORIZED REPRESENTATIVE:** \_\_\_\_\_  
**DATE:** \_\_\_\_\_

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**TO BE COMPLETED BY THE PRINCIPAL**

This request is approved  disapproved  \_\_\_\_\_, Principal. The fee to be charged is \$300.00 PER DAY \_\_\_\_\_/day plus additional costs as specified in the Application and Agreement. All additional fees charged will be in accordance with the approved fee schedule. The total amount due for rental is \$\_\_\_\_\_. There shall be a deposit of \$250.00, which shall be refunded to the organization provided no damage is done to the school property as a result of the rental. The renter shall be advised in writing within 24 hours of the activity as to whether any property damage has been caused. If none, the \$250.00 will be refunded within 15 days of the final activity by the organization. All checks are to be made payable to the Fort Thomas Board of Education and forwarded to:

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28 North Fort Thomas Avenue  
Fort Thomas, Kentucky 41075

Payment must be made at least fifteen (15) days prior to the use of the facility.

