

**Application for Use of District Property**APPLICATION FOR RENTAL OF: \_\_\_\_\_  
(Must indicate school name and area to be used)

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

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

DAYTIME PHONE: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Description/Purpose of Activity: \_\_\_\_\_

DATE(S) REQUESTED	EVENT TIME	EVENT SET UP/BREAK DOWN TIMES

Will admission be charged? ☐ Yes ☐ No If so, amount per person \$ \_\_\_\_\_**TOWER PARK SOCCER COMPLEX**

~~The Turf Field at Tower Park is scheduled in 1/3 increments. Organizations may reserve all or just a portion of the field. If you are requesting to use a portion of the field, please be advised that other organizations may be scheduled at the same time on other portions of the field.~~ Please indicate your needs below

☐ ~~1/3 Soccer~~ Field Use ☐ ~~2/3 Field~~ Track Use ☐ ~~Whole Field~~ Other

**~~LAUNCH (PLEASE CHECK IF NEEDED)~~**

~~☐ 1<sup>st</sup> Floor Convening Room ☐ Maker Studio ☐ Student Pop-up Shop~~

~~☐ 2<sup>nd</sup> Floor Professional Studies Center~~

**CAFETORIUM / PERFORMING ARTS CENTER/THEATER STUDIO 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

☐ Live Streaming of Event

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

☐ Sound System

☐ Cafeteria

☐ Showers/Lockers

☐ Restrooms

☐ Kitchen/Serving

☐ Concession Areas

☐ Smart Board/Projector/AV

☐ Other \_\_\_\_\_

☐ Seating Number \_\_\_\_\_ Type Desired \_\_\_\_\_

☐ Audio Visual Number \_\_\_\_\_ Type Desired \_\_\_\_\_

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

**Application for Use of District Property****WHAT DO YOU NEED FOR SOUND?**

- ☐ Standard Microphone; Number \_\_\_\_\_
- ☐ Wireless Microphones: Additional Fee Applies, Number \_\_\_\_\_
- ☐ Portable Sound System ☐ Hearing assistance equipment in Performing Arts Center
- ☐ Sound technicians to operate 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:** \_\_\_\_\_

\_\_\_\_\_

If required, the Fort Thomas Board of Education shall furnish appropriate supervisory and custodial personnel for the event. 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.

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.

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.

IF THIS REQUEST IS APPROVED AND THE ORGANIZATION'S EVENT SCHEDULED, A CONTRACT WILL BE SENT TO THE AUTHORIZED PARTY FOR A SIGNATURE. PLEASE RETURN THE SIGNED CONTRACT TO FORT THOMAS INDEPENDENT SCHOOLS, ATTN: DIRECTOR OF OPERATIONS.

-----

I, the undersigned, do hereby request the use of the facilities listed above. I understand that until this request is approved, a contract signed, and a deposit (if necessary) is paid, my event will not be scheduled.

---

**ORGANIZATION'S AUTHORIZED REPRESENTATIVE****DATE**

**Application for Use of District Property****EVENT INFORMATION FORM**

Please fill out the information below to help us prepare for your event. The information you provide will be forwarded to the appropriate staff member who can assist in meeting your needs.

1. Is your group a youth sports group or other comparable organization? If so, please attach a copy of your roster(s) to help us determine which usage priority applies to your Organization.
2. What are your audio/visual needs for this event?

---

---

3. Our custodial staff will be cleaning the space before and after your event. Please provide any information you can give us that will help us better prepare for your event.

---

---

4. ~~The Highlands High School and Woodfill Elementary~~All campuses feature electronic door access that will be programmed for your event.

- When would you like to have the doors unlock? \_\_\_\_\_
- When should the doors lock at the conclusion of your event? \_\_\_\_\_

5. What are your needs for event setup?

---

---

6. What are your needs for event breakdown?

---

---

7. ~~The Highlands High School, Highlands Middle School, and Woodfill~~All campuses feature automated climate controls. To assure a comfortable climate when you arrive, we will be programming controls to begin operation one (1) hour before your scheduled event start time and cease operation at the end of your event.

8. What are your IT/technology needs for this event?

---

---

9. ~~Most~~any of our spaces feature “state-of-the-art” performance lights and sound, and stage spaces. If you are planning to use any of these spaces, we will have our staff contact you regarding your needs. We will be contacting the Organization’s authorized representative, but if we should contact someone else regarding those needs, please list this contact information below:

---

---

Review/Revised:2/19/2020