

SCHOOL FACILITIES

05.31 AP.21

Request for Rental/Use of Facilities Application

Stand For Truth

NAME OF REQUESTING ORGANIZATION

Terrence Talley

PERSON WHO WILL BE PRESENT AND SUPERVISING

HS Theater/Auditorium/Gym

AREA OF THE FACILITY

11/8/21

DATES THE FACILITY IS NEEDED

TIME 7pm-8:30pm (5pm setup)

FACILITY WILL BE USED FOR THE FOLLOWING ACTIVITIES 10 Talents concert featuring special guest speaker Terrence

IS THE ORGANIZATION PLANNING TO CONDUCT SALES ON SCHOOL PREMISES? ☐ yes ☒ no

APPROXIMATE NUMBER OF PERSONS: 6

☒ I request waiver of the rental fee☒ I request waiver of the charge for custodianFee Schedule

The organization agrees to pay the applicable fee(s) for the use of District facilities:

	# of Employees Required	# of Hours	Hourly Rate (Overtime at 1.5 times)	Total
Custodians				
School Nutrition Employees				
Other				

Facility/Equipment Fee \$

Personnel Cost \$

Insurance Cost \$

Total Cost \$

I have read the Rules and Regulations for Community Use of School Facilities and agree on behalf of the requesting organization to assume personal responsibility for the proper use of the above named areas of the facility and acknowledge that approval of this request does not signify District sponsorship, endorsement or approval of this organization or the activity. I understand that tobacco use is prohibited 24 hours a day, 7 days a week on school owned property, in school vehicles and buildings as established in policy

05.31SIGNATURE OF PERSON MAKING REQUEST *Terrence Talley* ADDRESS PO Box 1179 Hilliard, OH 43026 OR 4507 Braithway

ON BEHALF OF THE ORGANIZATION Stand For Truth

DATE 6/15/21

PHONE NUMBER 517-474-6677

In the event school is closed due to weather conditions, all scheduled activities with the exception of dinner meetings will be cancelled and opportunity to reschedule or refund rental fees will be made

AREA BELOW FOR OFFICIAL USE ONLY

Martha Sebring for Café Requests

Date

Don Altmatt/Linda Edmondson for Gym Requests

Date

Keith Howard/Leah Webster for Auditorium Requests

Date

Media Specialist for Media Center

Date

Principal *Angela Lewis*

Date 7/8/2021

Superintendent _____

Board Chairperson _____ Date _____

☒ Approved ☐ Not Approved

Concert with Terrence Talley - Details

1. **Event Description:** Concert featuring Terrence as a special guest speaker
2. **What We Ask of the School:** Nothing, except the ability to use the venue for the event
3. **A/V Needs:** None (We bring all of our own equipment; we would, however, like the ability to turn the house lights off before and on after the concert.)
4. **Volunteer Needs:** We may seek out a club at the school to help us that evening by providing manpower for a few tasks (i.e. setup, teardown, working merchandise table).
5. **Event Sponsor:** Fellowship of Christian Athletes
6. **Cost to the School:** \$0
7. **Cost of Admission:** \$0
8. **Means of Promotion:** Word of mouth, posters, promotional tickets. Promotion by the school is neither requested nor required.
9. **Target Audience:** High school students
10. **Expected Attendance:** 100-150
11. **General Time Schedule**
 - a. 2:30p-7p- Setup
 - b. 7p-8:30p- Event
 - c. 8:30p-10p- Teardown
12. **Specific Event Time Schedule**
 - a. 6:30p- Merchandise table opens (CD's, books, t-shirts, etc. for sale)
 - b. 6:45p- Doors open
 - c. 7p-7:40p- Event begins, Band plays 1st set
 - d. 7:40p-8p- Terrence speaks
 - i. "My Faith Gives Me Purpose"
 - e. 8p-8:15p- Prizes and giveaways from merch table
 - f. 8:15p-8:30p- Band plays 2nd set
 - g. 8:30p- Event Ends
 - i. Merchandise table reopens
 - ii. Terrence and Band sign autographs and interact with students