

Woodstock District 200 Performing Arts Center APPLICATION FOR USE

PLEASE PRINT

Name of Organization _____ Email _____

Name of Contact Person _____ Phone # _____

Address (with city) _____

Facility Utilized As _____

Number of People Attending _____

LIST DATE(S) REQUESTED

Day of week	Month	Date or Dates	Start Time	End Time

* If you need more space, please write additional dates on separate sheet of paper & attach

FINE ARTS REQUESTED (Please check)

- | | | | |
|--------------------|-------------------------|--|---------------------------------|
| ___ Band room | ___ Choral room | ___ Dressing rooms | ___ PAC -585 seats w/o lighting |
| ___ Practice rooms | ___ Theatrical Lighting | ___ PAC - 585 seats with lighting | ___ Rehearsal Space |
| ___ Black Box | ___ Commons Area | ___ Theatrical Lighting (Six Specials) | |

PERSONNEL NEEDED (Please check) Hour rate/person * Plus 1 hr. before & after

___ Audio-Visual* ___ Student Technical Crew* ___ Technical Director/Designer (Required)

Custodial charges are required on non-attendance days

EQUIPMENT AND SERVICES NEEDED (Please check)

___ AV Machines (Not installed in theatre) ___ Platform Risers ___ Microphone/Sound System (*) ___ Laptop
 ___ Choral/Band Shell ___ Grand Piano ___ Electric Piano ___ Weekend Heating/Air Conditioning ___ Lectern

Terms and Conditions of Facility Rental:

MANDATORY INSURANCE REQUIREMENTS:

Certificate of Insurance must show:

- “Woodstock Community Unit School District 200 Named as additional insured as their interest may appear”
- Current coverage of \$1,000,000 in General Liability held by the group/organization requesting facility usage with Woodstock Community Unit School District 200

Insurance Certificate Is Included (*Application will not be accepted without certificate*)

I have received a copy of the Rules Governing the Use of School Facilities and will abide by such rules as set forth by the Board of Education of Woodstock Community Unit School District 200, 227 West Judd St., Woodstock, IL 60098. By signing this application, I agree that Community Unit School District 200 will be held harmless and I waive any liability claims against CUSD 200 in agreement with the Hold Harmless paragraph set forth in the Rules Governing the Use of School Facilities. If the application is approved, the person and/or organization will assume responsibility for orderly and careful use of the school facilities. The applicants assume liability for damage or loss of property that may occur.

Signature of authorized Representative of Organization

Date

Approved by Technical Director: _____ Date: _____

Approved by CUSD 200 (Principal): _____ Date: _____

Dir. Building and Grounds: _____ Date: _____

Estimated Cost: (not an invoice) _____