



Lakeshore Community Auditorium Rental Application

Lessee/Applicant: _____ Date: _____

Renting Organization: _____

Billing Address: _____

Telephone (daytime): _____ Email _____

Is this Organization incorporated as a not-for-profit corporation? Yes No Is there an admission fee to this event? Yes No

Title of Presentation/Purpose: _____

Day/Date of use	Start/End Time	Day/Date of Use	Start/End Time
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Additional Rooms/Equipment: _____

PREPARATION DETAILS: Description of facility and equipment provided is described in the accompanying rider. Please communicate in writing to the auditorium manager a detailed stage plan, lighting plan, sound plan, and fly schedule at least four (4) weeks in advance to insure the proper preparation is finished prior to your arrival.

PROVISIONS OF AGREEMENT:

- 1) The facility as described in the accompanying Contract Technical Rider cannot be used for any purpose contrary to law or the public policy of Lakeshore Public Schools, or for any purpose deemed extra hazardous on account of fire or otherwise.
- 2) The Lessee/Applicant cannot assign or transfer this agreement to a third party.
- 3) The Lessee/Applicant is to surrender the facility as described in the Contract Technical Rider in as good state and condition as upon entry of possession. No alterations or additions in or to the facility shall be made, including but not limited to holes made or drilled in any part of the structure for any purpose whatsoever.
- 4) No extension of the rental period as described above will be allowed without a prior written agreement between Lakeshore Public Schools and the Lessee/Applicant.
- 5) Lakeshore Public Schools has the right throughout the rental period to maintain in the facility such personnel as it deems proper for any purpose whatsoever.
- 6) Lakeshore Public Schools has the right to terminate this agreement without notice in the event of any violation of this agreement or the attached Contract Technical Rider, whether such violation is the result of acts of the Renting Organization or by persons invited to the facility by the Renting Organization.
- 7) Lakeshore Public Schools shall be in no way responsible for the loss, theft, or destruction of materials, equipment, etc., brought on to the premises by the Renting Organization.
- 8) The rental of this facility implies only the use of minimal equipment, and the use of equipment other than that detailed in the Contract Technical Rider must be specified well in advance and may incur additional fees.
- 9) The Lessee/Applicant agrees to furnish all personal liability insurance for the use period and releases Lakeshore Public Schools from any liability for damages resulting from the use period. Any damage to property belonging to Lakeshore Public Schools during the use period or as the result of any actions by the Renting Organization or by persons invited to the facility by the Renting Organization, shall be paid by the user on demand of Lakeshore Public Schools. Further the Lessee/Applicant and the Renting Organization agree to abide by all building use regulations as stated in Board Policy KG and KG-R.
- 10) The lessee/Applicant understands and agrees to follow all regulations and requirements detailed in the Contract Technical Rider on page 2 of this document.

SIGNATURE OF APPLICANT

DATE

Basic Rental Fee: _____

Advance Deposit: _____

PRINCIPAL

DATE

Estimated Personnel Fee: \$60/hr - \$80/hr*

*see Technical Rider, section IV-D



Lakeshore Community Auditorium Technical Rider

- I. **FACILITY DESCRIPTION:** Lakeshore Public Schools will provide the renting organization with the facilities listed below for the dates indicated on the foregoing contract pages for the purpose of presenting the indicated production:
- | | |
|-------------------------------------|-----------------------------------|
| A) Auditorium and stage | D) Public rest rooms (2) in lobby |
| B) Dressing rooms (2) in stage area | E) Auditorium projection booth |
| C) Auditorium Lobby and Ambulatory | F) Auditorium Sound Booth |

Additional facilities for dressing areas, warm-up areas, cafeteria, etc. may be rented as part of this contract and will be charged for at the current daily/hourly rate(s).

II. GENERAL RESTRICTIONS AND RESPONSIBILITIES OF THE RENTING ORGANIZATION:

- A) Food and beverages (except water) are not permitted onstage or in the auditorium seating area AT ANY TIME. Food and beverages may be served in the workshop, dressing areas, and in the lobby. The renting organization is responsible to make sure their concession staff and ushers are aware of and strictly enforce this policy.
- B) Smoking and alcoholic beverages are not permitted on school grounds AT ANY TIME
- C) It is the responsibility of the renting organization to assure that the production staff and the audience of the presentation follows these restrictions.
- D) The following are the sole responsibility of the renting organization:
1. Crowd control (box office, coat-check*, ushers*, ticket takers*, lobby refreshment* and security personnel) *Lakeshore High School Key Club can provide personnel for these positions. Contact the Assistant Principal at Lakeshore High School.
 2. All scenery, properties, costumes, etc., for the presentation
 3. Removal of ALL organization production materials immediately following the final performance. Lakeshore Public Schools will not be responsible for materials left behind - IT WILL NOT BE SAVED AND THE RENTING ORGANIZATION WILL BE CHARGED FOR ITS REMOVAL.

III. EQUIPMENT PROVIDED:

- A) Lakeshore Community Auditorium (LCA) will provide the renting organization with a bare, clean stage, wing, and loading dock areas; clean, stocked dressing rooms and a clean walkway through the workshop.
- B) Because the workshop also serves as the auditorium's only storage area, every effort will be made to make as much room as possible, but no storage, "green room" or additional dressing areas can be guaranteed.
- C) LCA will provide all equipment listed on the specification sheet. Every effort will be made to have the Lighting hung and rough-focused, sound equipment placed and checked, and draperies flown prior to the renting organization's arrival, if time permits and lighting and sound plots have been made available to the manager at least 4 weeks prior to the organization's arrival.
- D) Any additional equipment needed by the renting organization because of technical riders or special requirements are the responsibility of the renting organization.
- E) All scenery, platforms, properties, costumes, risers, and musical equipment belonging to Lakeshore Public Schools which are not included on the specification sheets are specifically NOT for the use of renting organizations, unless detailed otherwise in the contract forms. This includes technical production materials such as lumber, painting supplies, gel, tools, etc. If items such as the above are desired for the presentation, plans must be made with the auditorium manager at least four (4) weeks in advance of the presentation and additional fees, if any, will be added to the rental agreement.
- F) Operation of all equipment belonging to LCA is to be by LCA technical staff ONLY.

IV. PERSONNEL: All personnel required for the rental period are not included in the rental cost. The hourly wages of these personnel is an additional cost to the renting organization. The renting organization will pay the additional cost to Lakeshore Public Schools, not directly to the personnel. The following personnel are required for the entire rental period:

- A) Auditorium manager: 21.06/hr
- B) Custodian: NA. Weekdays, time and 1/2 Saturdays, double-time Sundays. Salary adjusted on seniority status of custodian. Lakeshore Public Schools reserves the right to assess additional charge for set-up and tear down.
- C) Technical staff as needed: Minimum wage per hour per staff member. The decision as to how many staff members are needed for the efficient and safe operation of equipment rests solely with the auditorium manager.
- D) To provide the renting organization with an approximate labor cost, LCA recommends estimating labor @ \$60.00/hr weekdays and \$80.00/hr weekends.

V. CONFIRMATION OF APPLICATION: To confirm correct amount of rental and deposit fees, contact Becky Spletzer at 428-1400 ext. 2000. Please send completed application and deposit check to: Lakeshore Public Schools, 5771 Cleveland Avenue, Stevensville, MI 49127, attn: Becky Spletzer. Once deposit check and application are received, dates checked for availability, and signed by the principal, a hard copy or Email (if applicable) of the application will be returned to you.