

Norfolk Public Schools

FACILITIES RENTAL HANDBOOK

INDEX

Use of School Facilities – Board Policy 1100, 1101	Pages 2-8
Categories of Activities & Fees.....	Pages 9-10
Fees Schedule	Pages 11
Rental of School Facilities Form	Pages 12-13
Johnny Carson Theatre Rental Forms.....	Pages 13-15

Use of School Facilities

Policy Number 1100

Community Use of School Facilities

School facilities are primarily intended for the District's educational and extracurricular activity programs. School facilities are, however, made available for use by outside groups to further the interests of the District and the community. Use by non-school groups is allowed pursuant to an application process and is subject to the terms and conditions set forth in this policy.

1. Application for Use.

Outside groups that wish to use school facilities must submit a completed Application for Use form signed by a representative of the outside group who has authority to commit the outside group to the terms and conditions of the Application. The outside group, as Applicant, shall specify the nature of the intended use, the dates and times of the requested use, and the facilities for which use is requested.

This application is subject to the terms of the Board's "Community Use of School Facilities" policy. The terms and conditions of that policy are incorporated into this application by this reference. Applicant accepts all such terms and conditions.

2. Acceptance of Application for Use.

Acceptance or rejection of applications shall be the responsibility of the Superintendent or the Superintendent's designee.

Applications shall not be rejected for any unlawful reason, including unlawful discrimination on the basis of race, national origin, gender, religion, disability, age, marital status, or veteran status, and including the applicant's legally protected exercise of constitutional or statutory rights.

The District's facilities are designated as nonpublic forums. Accordingly, applications shall not be accepted for:

- a. Uses that may conflict with or that disrupt the District's educational or extracurricular activity programs.
- b. Uses inconsistent with the mission of the District.
- c. Uses that present an unacceptable risk that the conditions of use set forth in this policy will not be adhered to; either due to the nature of the requested use or the character of the group or individuals within the group.
- d. Uses that present an unacceptable risk of damage or unacceptable wear and tear to facilities or equipment.
- e. Uses for outside commercial activities except with approval of the Board; and except for camps and other activities for high school students subject to and consistent with Bylaws of the Nebraska School Activities Association.
- f. Uses that involves gambling or games of chance.

- g. Uses that involves a group or activity which advocates or condones the violent overthrow of the Constitution or of the government.
- h. Uses that involve the meetings of secret clubs not open to members of the public.
- i. Non-community type uses such as wedding receptions, slumber parties, personal use and similar activities.

Applications for use of facilities may be denied based on unsuitability of the date or time of the requested use. Facilities will generally not be available for community use at times when school staff are not available to monitor the Applicant's use, such as on legal holidays; before 7:00 a.m.; after 10:00 p.m. and Sunday mornings prior to Noon.

Leases of school facilities require approval of the Board. As such, Applications that request long-term use of facilities in the nature of a lease will be denied.

Applications may be denied based on the determination of the Superintendent or the Superintendent's designee that the Applicant does not have the financial ability or financial responsibility to pay fees or expenses or to reimburse the District for any damages that may be sustained to facilities or equipment or any liability that may be created by the use.

When an Application conflicts with another Application, the Applications will be accepted according to the following priority order:

- a. Events or activities that are designed to service students of the District or which are related to any function of the District, including approved school-community associations and school-affiliated non-profit groups.
- b. Tax-supported agencies such as educational entities or units of city, county or state government.
- c. Nonprofit community agencies such as private educational agencies.
- d. Groups where the majority of the members reside within the District.

For use conflicts within each group, priority will be given to the first to submit their Application; provided that the Superintendent or the Superintendent's designee may approve an Application that is not first-filed if the other Applicant's use could be feasibly changed to a non-conflicting time or area.

Applications that are accepted may not be assigned or transferred to another outside group.

Applications that are accepted are subject to cancellation by the Superintendent or the Superintendent's designee. Cancellation will occur in the event the administration reasonably determines:

- a. Any of the reasons for non-acceptance of an application exist.
- b. The Applicant fails to meet any term or condition required prior to the use. This includes but is not limited to failure of the Applicant to pay required fees or deposits or failure to show evidence that any required insurance is in place.
- c. Circumstances make the use unsuitable. This includes but is not limited to:
 - i. The condition of the facilities being unsafe. For example, the presence of snow, ice, fallen limbs or other potential hazards that the school would not

otherwise clear prior to the activity or event. The Applicant may request that the District clear the hazards such that it may proceed with its activity or event. If the District agrees to do so, the Applicant shall be responsible for all costs incurred by the District in clearing the hazard.

- ii. School staff being unavailable to monitor the use or to provide set-up or clean-up services where the District has accepted responsibility for such.
- iii. The need to use the facilities for a school activity or purpose.

Generally, if school is closed on the date of the Applicant's intended use due to inclement weather or hazardous conditions, the Applicant's use will be cancelled.

The Applicant shall remain responsible for fees or expenses, and any deposit that has been received by the District shall be forfeited and be kept by the District, if cancellation occurs because of the fault of the Applicant. Otherwise, the District will return any deposit that has been received by the District. The District will in no event be responsible for any damages, expenses, or losses incurred by the Applicant or any person arising from the cancellation.

An Applicant may withdraw its Application at any time prior to acceptance. An accepted application may be withdrawn by the Applicant, subject to approval of the Superintendent or the Superintendent's designee. Approval is subject to the conditions that the Applicant has given reasonable advance notice (ordinarily, at least 48 hours) and that the Applicant reimburse the District for any expense the District has incurred.

3. Conditions of Use.

The conditions for use are as follows:

- a. Compliance. Applicant agrees to:
 - i. Comply with all local, state and federal laws, including health and fire codes.
 - ii. Comply with Board policies concerning non-discrimination and the use of school facilities.
 - iii. Comply with reasonable administrative rules related to use of facilities and the requests of school officials related to the Applicant's use of the facility.
- b. Disclaim School Sponsorship. The District does not sponsor or endorse the Applicant or the activity or event conducted by the Applicant. To ensure that the public understands this fact, the Applicant agrees to not make any statements suggesting such sponsorship and to publish statements of non-school sponsorship in such form and manner as the administration may request.
- c. Supervision. Applicant agrees to provide appropriate supervision of the activity or event in all respects, including supervision reasonably necessary to ensure that no person participating in or attending the activity or event:
 - i. Is presented with conditions that pose an unreasonable risk of personal injury or damage to personal property.
 - ii. Enters any area of the school facilities that the Applicant has not been given permission to use, or accesses any school records.

- iii. Engages in the use of tobacco, alcohol, or illegal drugs, or is under the influence of alcohol or illegal drugs.
- iv. Possesses a firearm or a weapon.
- v. Engages in disorderly, lewd, or lascivious conduct.
- vi. Engages in any criminal behavior.

Applicant shall remove any person from the activity or event who engages in any of the above listed conduct. Applicant agrees to report to the school administration by the close of the next business day the identity of any person who engaged in any of the above listed conduct and the details of the conduct. If the offending person is a student, the report shall be made immediately.

In the event the school administration determines that the nature of the activity or event warrants the presence of security services, Applicant agrees to provide such security services.

Applicant agrees to ensure that all persons attending its activity or event are off school grounds at the end of its time of permitted use, except for students or school staff who are authorized to remain for a school-related purpose.

- d. Condition of Premises. Applicant agrees to:
- i. Conduct a reasonable inspection of the premises prior to the activity or event to ensure that the premises are safe for the intended use. In the event of any unsafe condition, Applicant shall notify an administrator. In the event the unsafe condition is not corrected prior to the activity or event, the Applicant shall postpone or cancel the activity or event.
 - ii. Not use or allow any school equipment to be used without express approval of school administration.
 - iii. Not bring or allow others to bring food or beverages on to school grounds without express approval of school administration.
 - iv. Not bring or allow others to bring or use any flammable items (including candles or incense) or any volatile chemical or any explosive.
 - v. Not use any electrical equipment that has been brought onto the premises without express approval of school administration.
 - vi. Not allow the wearing of street shoes or shoes with black soles on gym floors or other protected surfaces.
 - vii. Not park or allow others to park in fire lanes or reserved spaces or in any manner inconsistent with the school's parking rules.
 - viii. Not cause or allow others to cause damage to school facilities or equipment.
 - 1. In the event damages are sustained, Applicant accepts responsibility for reimbursing the District for the cost of repair or replacement.
 - 2. Applicant agrees that the school administration's determination that damage was sustained in connection with the Applicant's use, and of the cost of repair or replacement, is controlling.
 - 3. Applicant shall immediately report to the school administration any damage to school facilities or equipment that occurs during the Applicant's use of school facilities that may present a risk of injury to

students or any subsequent users. Any other damage shall be reported by the close of the next business day.

- ix. Return the facilities in as good a condition as it was prior to use. This includes, without limitation, cleaning, removal of trash, and returning tables and chairs and other school property to their proper location. The clean-up shall be promptly completed. In the event the District provides the clean-up service, Applicant agrees to reimburse the District for the cost of such clean-up.
- x. Remove any property brought in by the Applicant and by any person attending the activity or event. The District is not responsible for any personal property that is left on the premises.

e. Financial Responsibility. Applicant agrees to:

- i. Procure, at its own expense, a Comprehensive General Liability insurance policy naming the District as an additional insured. This policy shall be written with a minimum of \$1,000,000 combined single limit per occurrence. A Certificate of Insurance evidencing coverage must be submitted prior to the Applicant's use.
- ii. The insurance requirement is subject to waiver by the Superintendent or the Superintendent's designee only in circumstances where the intended use presents very little potential for injury or damage and the activity or event is designed to serve the District's students or staff.
- iii. Indemnify and hold the District, the Board, school employees and agents of the District harmless from any and all claims, demands, causes of action, or lawsuits for any death or personal injury or damage to property sustained during, caused by or arising out of the Applicant's use of school facilities.

4. Fees for Use.

The Superintendent or Superintendent's designee shall establish a daily use fee schedule that establishes rates for specific parts of the school facilities (that is, kitchen, auditorium, gymnasium, athletic field, classrooms, meeting rooms). The rates shall be reviewed on a periodic basis; with the review to occur no less than every two years.

The fee rates shall be in an amount sufficient to cover estimated staff time and direct costs associated with:

- a. Processing. Cost of processing the Application, postage, invoicing and coordination of the use.
- b. Access. Cost of providing access; such as unlocking doors before use and locking after use, turning lights on and off, and disarming/re-arming security systems.
- c. Custodial. Cost of providing custodial or maintenance services to prepare the facility for the use and for clean-up after the use.
- d. Kitchen. Cost of providing access to the kitchen facilities; as ordinarily any permitted use of the kitchen will require the presence of a member of the school's food service staff.
- e. Special Equipment. Cost of making special equipment available such as sound and lighting set-up; as ordinarily any permitted use of special equipment will require the presence of a member of the school's staff who is familiar with proper use of the

- equipment.
- f. Monitoring. Cost of administrative or other professional staff to monitor the Applicant's use to ensure compliance with the terms and conditions of the permitted use.
- g. Security. Cost of providing security services when determined to be needed for the activity or event.

The fee schedule shall be applied evenly to all Applicants, with two exceptions:

- a. A different fee may be assessed where the Superintendent or Superintendent's designee reasonably determines that the Applicant's use will require staff time or cause direct costs different than those used in establishing the fee schedule.
- b. A fee waiver or reduced fee rate shall be given for use where the activity or event is designed to serve students of the District or children; such as approved school-community associations and school-affiliated non-profit groups and summertime sports leagues, sports camps, etc., that are subject to NSAA regulations.

5. Use Consistent with NSAA Bylaws.

Use of school facilities for activities that are subject to the Bylaws of the Nebraska School Activities Association (NSAA) shall be permitted subject to and in accordance with the NSAA Bylaws. Such use shall be consistent with this policy for non-school groups. Examples of acceptable use of school facilities for activities are:

- a. Summer Leagues. There must be evidence that the organization or individual conducting the league has rented or leased the facility (for example, via an Application for Use) to prove the school is not involved in its sponsorship or funding.
- b. Commercial Sport Camps/Clinics. School facilities for use by individuals, including the District's own coaches or other organizations for commercial camps/clinics or schools. Camps conducted by high school coaches shall be publicized as open to all area individuals wishing to attend and not limited to students from the coach's high school.
- c. All-Star competition that involves graduated seniors.
- d. Competitive meets and contests sponsored by non-school groups.
- e. Facilities approved under the above stipulations include: gymnasiums, tracks, tennis courts, and athletic playing fields.

Policy Number 1101

Use of School Facilities: Student Groups and Boy Scouts

1. Equal Access to Student Groups. In the event any of the secondary schools (grades 6-12) have a limited open forum as defined in the Equal Access Act, such school(s) shall not deny equal access or a fair opportunity to, or discriminate against, any students who wish to conduct a meeting within that limited open forum on the basis of the religious, political, philosophical, or other content of the speech at such meetings. A limited open forum for this purpose exists if the secondary school grants an offering to or opportunity for one or more non-curriculum related student groups to meet on school premises during non-instructional time.

All such student meetings at school are subject to the following requirements:

- a. the meeting must be voluntary and student-initiated;
- b. there must be no sponsorship of the meeting by the school or its agents or employees;
- c. employees or agents of the school are present at religious meetings only in a non-participatory capacity;
- d. the meeting must not materially and substantially interfere with the orderly conduct of educational activities within the school; and
- e. Non-school persons may not direct, conduct, control, or regularly attend activities of the student group.

The administration shall in all respects maintain the District in compliance with the Equal Access Act.

2. Equal Access to Boy Scouts. If the District provides an opportunity for one or more outside youth or community groups to meet on school premises or in school facilities before or after school hours, the District shall not deny equal access or a fair opportunity to meet to, or discriminate against, any group officially affiliated with the Boy Scouts of America. The same principles apply to any other youth group listed in Title 36 of the United States Code as a “patriotic society.” The administration shall in all respects maintain the District in compliance with the Boy Scouts of America Equal Access Act.

The use of school facilities for student meetings and Boy Scouts as provided above shall be subject to the same provisions as other community, non-school groups and may be required to complete a community use application as and to the same extent as other non-curriculum related student groups (in the case of student meetings) and other outside youth or community groups (in the case of the Boy Scouts).

Legal Reference:

20 U.S.C. §§ 4071-4074 (Equal Access Act)

20 U.S.C. § 7905 (Boy Scouts of America Equal Access Act) & 34 CFR Part 108

Categories of Activities and Fees

Non-school groups shall pay rental fees based upon the costs to the Board of Education for supervision, custodial services, utilities and other operating expenses incidental to facility use. Those fees are in fixed amounts for each type of facility and the services required for its use.

The most common types of activities are listed below. In the event an organization or activity is not on the list, the Superintendent or Director of Business Services shall determine the correct category and rental schedule. Certificates of insurance will be required for all categories.

Rental fees and classification of usage is determined as follows:

Category A:

- PTA Meetings.
- NCEA and educational association meetings.
- Student clubs and/or school-sponsored organizations, team or group meetings with employee supervision.
- FCA
- School committee meetings.
- Councils of school association meetings.
- NSAA and conference sponsored or sanctioned activities or meetings.
- 4-H club meetings.
- Scout meetings.
- “Recognized Youth Organization” listed in 36 U.S.C. Subtitle II, Part B
- Local, state, or national polling places.
- Affiliated club sports supervised by NPS district coaches.
- Post-Prom activities.

Category B:

- Mass meetings called by public authorities.
- County, state, or federal government groups.
- Community service groups such as hospitals, fire departments, etc.
- Adult education.
- Activities or meetings of local charitable, philanthropic, and cultural groups, service clubs, fine arts association and theater groups that are or are not performance in nature and in which an admission fee is or is not charged.
- Non-affiliated club sports
- Other Madison County School District activities.
- Religious activities.
College/University.

Category C:

- Corporations, companies or individual enterprises that operate for a profit and charge admission, entry, and/or display fees.
- Political group activities. Out-of-District groups.
- Recitals for commercial teachers

- 1) Rental fee and set hourly wage of custodian(s) and or kitchen staff. (This fee may be waived).
- 2) Rental fee and custodial fees with a minimum of two hours at the set hourly wage of the custodian(s) and or kitchen staff.

Concert shell (additional charge for cost of time to put up and take down)

Renter will be charged the cost of tuning pianos.

Renter will be charged \$32.00 per hour for lights and sound personnel. A list of approved assistant technicians will be provided by the building principal to be paid directly by the renter.

* Only five days consecutively.

NORFOLK PUBLIC SCHOOLS FEE AND CATEGORY SCHEDULE FOR DISTRICT FACILITIES

Facility Rental Rates	Category A	Category B	Category C
HIGH SCHOOL			
Large Gym	No charge	\$165.00	\$265.00
Large Gym w/showers	No charge	\$200.00	\$300.00
Small Gym	No charge	\$135.00	\$235.00
Small Gym w/showers	No charge	\$170.00	\$270.00
Small Theatre	No charge	\$110.00	\$200.00
Johnny Carson Theatre*	No charge	\$400.00	\$1,300.00
Shops & Family Consumer Science Rooms	No charge	\$100.00	N/A
Other classrooms*	No charge	\$45.00	\$80.00
Lunchroom (No Kitchen)	No charge	\$90.00	\$135.00
Lunchroom w/Kitchen ***	No charge	\$130.00	\$220.00
Kitchen**	No charge	\$50.00	\$75.00
Forum	No charge	\$90.00	\$155.00
Track / Football Soccer Fields	No charge	\$450.00	\$900.00
Distance Learning Room	No charge	\$44 for 1-4 hrs / \$88 for 4-8 hrs.	N/A
Computer Lab for outside course	No charge	\$550.00	N/A
General Computer lab usage	No charge	\$55.00	N/A
JR. HIGH			
Auditorium	No charge	\$200.00	\$400.00
Large Gym	No charge	\$135.00	\$235.00
Large Gym w/showers	No charge	\$170.00	\$270.00
Basement Gym	No charge	\$75.00	\$175.00
Basement Gym w/showers	No charge	\$110.00	\$210.00
Classrooms*	No charge	\$45.00	\$80.00
Cafeteria/Commons Area	No charge	\$90.00	\$135.00
Cafeteria/Commons Area w/Kitchen***	No charge	\$130.00	\$200.00
Kitchen**	No charge	\$50.00	\$75.00
6th Street Track	No charge	\$110.00	\$170.00
MIDDLE SCHOOL			
Gymnasium	No charge	\$135.00	\$235.00
Gymnasium w/showers	No charge	\$170.00	\$270.00
Commons Area (No Kitchen)	No charge	\$90.00	\$135.00
Commons Area w/Kitchen ***	No charge	\$130.00	\$200.00
Kitchen***	No charge	\$50.00	\$75.00
Classroom*	No charge	\$45.00	\$80.00
ELEMENTARY SCHOOLS			
Gym/Multi-purpose Room	No charge	\$90.00	\$135.00
Gym/Multi-purpose Room with Kitchen**	No charge	\$120.00	\$190.00
Kitchen**	No charge	\$40.00	\$65.00
Soccer Fields Elementary	No charge	\$45.00	\$75.00
Classrooms*	No charge	\$45.00	\$80.00
CENTRAL ADMINISTRATION BUILDING			
Gym	No charge	\$135.00	\$235.00
Gym w/showers	No charge	\$170.00	\$270.00
Large Meeting Room (2nd Floor)	No charge	\$90.00	\$135.00
Small Meeting Rooms	No charge	\$45.00	\$80.00

*Classroom being used by colleges for up to 5 consecutive days will be charged the daily rate for the week

** Refer to pages 16-19 For additional rental information on this facility

***Kitchen rental in all facilities require a kitchen staff member to be on duty refer to page 12 For additional information

APPLICATION FOR USE OF NORFOLK PUBLIC SCHOOL FACILITIES

Name of Organization Making Request: _____ Date: _____

Type of Organization and Type of Activity or Event

- _____ Event or activity that is designed to service students of the District or which is related to any function of the District, including approved school-community associations and school-affiliated non-profit groups. *Describe:* _____
- _____ Tax-supported agency such as educational entity or unit of city, county or state government. *Describe:* _____
- _____ Nonprofit community agency such as a private educational agency. *Describe:* _____
- _____ Group in which the majority of the members reside within the District. *Describe:* _____
- _____ Other. *Describe:* _____

Facilities Requested: Building: _____ Areas: _____

Dates & Times Requested:

<u>Dates (From – To)</u>	<u>Time (From – To)</u>	<u>Repeating</u>	<u># Weeks</u>
_____	_____	___ Yes ___ No	_____
_____	_____	___ Yes ___ No	_____
_____	_____	___ Yes ___ No	_____

Details of Use (Attach an additional explanation if needed)

Describe the Type of Activity or Event: _____
 No. of Anticipated Users and Spectators: _____ Concessions/Food Served: ___ Yes ___ No Describe: _____
 Set Up or Tear Down Required by District: _____
 Type of Cleaning Required During and Afterwards: _____
 Special Equipment to be Used (District & Organization): _____

Fees (To Be Completed by Superintendent or Designee)

<u>Type</u>	<u>Amount</u>
Processing	_____
Access	_____
Custodial	_____
Kitchen	_____
Special Equipment	_____
Monitoring	_____
Security	_____
Total	_____
Advance Deposit	_____
Date Deposit Due	_____

Applicant shall procure, at its own expense, a Comprehensive General Liability insurance policy naming the District as an additional insured. This policy shall be written with a minimum of \$1,000,000 combined single limit per occurrence. A Certificate of Insurance evidencing coverage must be submitted prior to the Applicant's use.

Insurance requirement waived:
 ___ Yes ___ No (for school official to complete)

Policy Compliance and Acceptance of Liability

This application is subject to the terms of the Board's "Community Use of School Facilities" policy. The terms and conditions of that policy are incorporated into this application by this reference. Applicant accepts all such terms and conditions.

We have read, understand and agree to abide by the policies, rules and conditions on the use of these facilities on this form and in Board Policy. We understand that we are accepting the use of the facility from the Norfolk Public Schools with no assurances or guarantees relative to their condition. It shall be our responsibility to check the facility to see that it is safe for our intended use. We take full responsibility for the facilities while they are being used by our group and will make full restitution for any and all damages which may occur while our group is using the facility. We agree to indemnify and hold the school district harmless for any and all accidents and injuries to ourselves or others while we are using the facility regardless of the negligence of the school district or its personnel. We assume full responsibility and liability for any injuries.

Name, Position	Signature	Date
Name, Position	Signature	Date

NOTICE TO RENTERS

1. School District does not carry liability insurance for the protection of the renting or using agency or individual.
2. The possession or consumption of any alcoholic beverage or controlled substance is forbidden.
(NHS is a Non-Smoking Campus. Smoking is NOT permitted anywhere on the grounds)
3. The Board of Education reserves the right to refuse rental or scheduling to any group or organization.
4. No event will be considered scheduled until this form has been completed and returned to the building principal.
5. All advertising must contain: "The Norfolk Public Schools has rented space to _____ and neither approves or disapproves of the activity."
6. **Rental fees must be paid in advance.** (Make checks payable to Norfolk Public Schools)
7. **Rental fees will not be refunded.** (Exception: weather conditions cause cancellation)

Applicant shall procure, at its own expense, a Comprehensive General Liability insurance policy naming the District as an additional insured. This policy shall be written with a minimum of \$1,000,000 combined single limit coverage per occurrence. A Certificate of Insurance evidencing coverage must be submitted prior to the Applicant's use.

Insurance requirement waived:

Yes No (for school official to complete)

The organization, individual, and/or sponsoring company named above agrees to indemnify and hold harmless the School District of Norfolk, Board of Education, its officers and employees from and against all claims, demands, damages, and action that might arise out of the use of above building and premises by the above named organization or individual. The undersigned hereby covenants to pay or reimburse the School District of Norfolk for any and all expenses incurred by the school as a result of any property damage and/or claim made against said School District arising from the rental and use of the above described facility.

Signature of Representative

Total Fee Paid

Signature of Building Principal

Date Payment Received

CARSON THEATRE RENTAL NEEDS

(Check/circle those items which will be required during your event)
(All events will require that a custodian be on duty)

Rooms included in the Theatre Complex (please indicate the room(s) needed)

_____ Men's Dressing Room _____ Women's Dressing Room _____ Theatre Classroom _____ Green Room

Special needs in the Lobby Area (Tables, Displays, etc.) Please explain: _____

Prices

Rooms NOT included in the Theatre Complex

	Category B		Category C
_____ Cafeteria	\$ _____		\$ _____
_____ Classroom(s) # needed _____ x	\$ _____	# needed _____ x	\$ _____
_____ Forum Area	\$ _____		\$ _____

Load in: Load out

Indicate the number of personnel required to help load in and load out for your production. Also indicate your choice as to whether the help be Volunteer (arranged by you) or Professional (arranged by NHS at a fee of \$10-\$20 per hour)

Performance Starting Time: _____ Estimated Performance Ending Time: _____
 Load In: # of helpers _____ Volunteer/Professional-Load in Time: _____
 Load Out: # of helpers _____ Volunteer/Professional-Load out Time: _____
 # Stage Hands: _____ Volunteer/Professional: From _____ To _____

Furniture Needed

Chairs _____, # Music Stands _____, Piano _____, Overhead _____, VCR _____

Sound Equipment Needed

- _____ Basic Sound System Reinforcement
- _____ CD Played through Sound System
- _____ Wired Unidirectional microphones (1-3 persons speaking or singing) # needed _____ (16 available)
- _____ Wired Omni Directional Microphones-larger groups or area, floor mount capability # needed _____ (3 available)
- _____ Wireless Headsets # needed _____ (6 available)
- _____ Wireless hand held microphone (1 available)
- _____ Straight microphone stand # needed _____
- _____ Boom microphone stand # needed _____
- _____ Stage monitor speakers (4 EV Wedges available) # needed _____
- _____ Direct Boxes # needed _____
- _____ Clear-com Communication headsets # needed _____

List Locations: _____

_____ CD Recording made of event

Other equipment may be necessary and is the responsibility of the renter to procure. The EQ setting will not be changed; however, EQ equipment can be patched into the mixer at the channels to give separate EQ and effects capabilities. Please use caution on volume levels; complaints become a reflection on our facility.

Lighting Needed

- _____ Basic white light in front of main curtain (space is 22" deep x 58" wide; main curtain is maroon)
 - _____ Basic orchestral lighting
 - _____ Basic white light in front of mid-stage curtain (space is 32" deep x 43" wide, mid-stage curtain is black)
- The following lighting needs require a pre-hang of instruments. Additional technician time will be required. A lighting pole, if available, is preferred over the following information.
- _____ Three color wash in front of main curtain. Indicate colors _____, _____, _____
 - _____ Three color wash in front of mid-stage curtain. Indicate colors _____, _____, _____
 - _____ Multiple color on the mid-stage traveler. Indicate colors _____, _____, _____
 - _____ Even lighting of the entire stage (area is 38" deep from proscenium x 43" wide)
 - _____ Multiple cues programmed in to the Scene Master 60 light board. (simplifies complex light changes)
 - _____ Four color wash on Cyclorama. Indicate colors _____, _____, _____
 - _____ Gobos projected onto Cyclorama # needed _____ (Gobos are the responsibility of the renter)
 - _____ Strong 575 follow spot(s) circle ___ 1 or ___ 2, Manned by: ___ Volunteer or ___ Professional
 - _____ Special lighting needs: _____

_____ Access to the Company Disconnect (professional electrician required to connect and disconnect)

Other equipment for lighting needs are the responsibility of the renter and are often in tow by the performing ensemble

NPS CARSON THEATRE RENTAL FORM

Name of Performance: _____ Contract Date: _____

Date(s) of Performance: Day 1: _____ Day 2: _____ Day 3: _____

Day 4: _____ Day 5: _____

(Carson Theatre may **NOT** be rented for over five consecutive days)

Time(s) for facility to be used: Day 1: from _____ to _____ Total Hours _____

Day 2: from _____ to _____ Total Hours _____

Day 3: from _____ to _____ Total Hours _____

Day 4: from _____ to _____ Total Hours _____

Day 5: from _____ to _____ Total Hours _____

Name of Representative to receive contract: _____

Address of Representative: _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____ Fax: (_____) _____

Name of Sponsoring Organization: _____

Does the organization or sponsoring company have liability insurance? _____ Yes _____ No

If yes, list the company and agent: _____

RENTAL FEES

	Category A	Category B	Category C	Total
Theatre Complex	No Charge	\$500.00/day _____	\$1400.00/day _____	
Rehearsal	No Charge	\$150.00/day _____	\$350.00/day _____	

NON-PROFIT QUALIFICATION

Ticket Prices: _____ Beneficiary of Receipts: _____

Percentage of Gate Given to Beneficiary _____ (must exceed 50% and Proof of Payment supplied)

FACILITY FEES

Technician Fees: (_____ hours x \$38.00= _____) Total: _____

Asst. Student Fees: (_____ hours x \$15.00= _____) Total: _____

Asst. Tech Fees: (_____ hours x \$20.00= _____) Total: _____

Custodial Fees: (_____ hours x \$50.00= _____) Total: _____

Security/Supervision Fees (_____ hours x \$30.00= _____) Total: _____

Rental Fees: Total: _____

Facility Fees: Total: _____

Total: Total: _____