

SULLIVAN SCHOOL DISTRICT

APPLICATION FOR USE OF PERFORMING ARTS THEATER

1. ORGANIZATION NAME:

Tax Exempt ID # _____

2. ORGANIZATION ADDRESS:**3. PURPOSE FOR FACILITY RENTAL:****4. DATE(S) DESIRED:**

REHEARSAL: _____

PERFORMANCE: _____

5. HOURS--- (FROM FIRST ARRIVAL UNTIL LAST PERSON LEAVES)

Applicant: Please add one hour to beginning and ending times to allow for arrival and departure/lock-up times

SET UP TIME: BEGIN _____ ☐ AM ☐ PM END _____ ☐ AM ☐ PMREHEARSAL: BEGIN _____ ☐ AM ☐ PM END _____ ☐ AM ☐ PMPERFORMANCE BEGIN _____ ☐ AM ☐ PM END _____ ☐ AM ☐ PM**6. WILL ADMISSION BE CHARGED?**☐ YES ☐ NO IF YES, HOW WILL PROCEEDS BE USED? _____**7. PERSON IN CHARGE/RESPONSIBLE FOR DAMAGES:**

NAME _____ ADDRESS _____ PHONE _____

8. EQUIPMENT NEEDED. ALL EQUIPMENT RENTAL AND/OR SET UP FEES ARE FOR NON-SCHOOL GROUPS.
PLEASE CHECK NEEDED EQUIPMENT/SERVICES BELOW

Podium: _____ Projector/Screen _____ PowerPoint: _____ DVD: _____ Laptop: _____

Technology Prep—Hourly Fee of \$55 _____ Sound System—Fee charged by the hour: _____ Sound Shell—\$100 set up fee: _____

Grand Piano--

\$100 Rental Fee: _____

Please Note: Piano may not be moved under any circumstances**Microphone Type:**

Please check all that apply.

Wireless Hand Held: _____

Needed: _____

Lighting: _____

Special Effects—Fee charged by the hour plus

Lapel Mic: _____

Needed: _____

Lift Rental of \$50 _____

Body Pack Mic: _____

Needed: _____

Please Explain: _____

Choir Mic: _____

Needed: _____

Stage Monitor: _____

Needed: _____

Hourly set up fees for the following equipment. Please check all that apply. Write in number needed

Chairs on stage: _____ # Needed: _____

Tables on stage: _____ # Needed: _____

Music stands: _____ # Needed: _____

Reserved Seating: _____ # Needed: _____ If so, what section? _____

Technicians Needed: _____ # Needed: _____

Total Set Up/Equipment Fees _____**9. PERSONNEL NEEDED-- HOURLY RATES ARE AS FOLLOWS:**

Theater Assistant: \$22.00/hour

Technology Prep: \$55.00/hour

Custodian: \$22.00/hour

Total Personnel Fees: \$ _____

Applications to rent the Theater are available online and can be found at www.sullivan eagles.org Click on District, District Information, Building Rental Forms, and choose Theater Rental Agreement. Applications are also available at the administrative offices located at 138 Taylor Street, Sullivan, MO 63080.

ORDER OF PRIORITY:

- A. First priority will be school usage. Second priority will be non-school usage on a first request basis. A fee will be charged for non-school usage. Final approval rests with the superintendent of schools.
- B. First priority within the school will be according to first request on a school master calendar housed in the office of the administrator. State events will have calendar priority over local events.
- C. Any disputed dates for usage by school personnel, will be referred to the appropriate building administrator. The administrator's decision will be final.

The Board of Education reserves the right to determine whether the applicant's request will be granted. The Board of Education reserves the right to cancel any arrangements for use of District facilities. Also, the Board reserves the right to waive all or a part of the fee schedule at its discretion.

A \$200 deposit is required at the time of scheduling. The balance is due on or before the date of the event. The organization will be billed for any additional charges which may occur after the event takes place.

The undersigned agrees to be fully responsible for supervision of the event, for the conduct of all persons present, to pay the cost for any damage which may result to school property, and for observance of all regulations governing the use of school property which are attached.

SIGNATURE OF APPLICANT: _____

DATE: _____

ADDRESS: _____

BUSINESS PHONE

HOME PHONE

()

()

E-MAIL: _____

TOTAL FEES (From Items 8 and 9): \$ _____

Check # _____ **Date Paid** _____ **Received by:** _____

Check # _____ **Date Paid** _____ **Received by:** _____

MAKE CHECKS PAYABLE TO THE SULLIVAN SCHOOL DISTRICT

ATTACH LABOR LOGS TO THIS PAGE

APPROVED (OFFICE USE ONLY)

Building Principal/Athletic Director _____
Director of Student Services: _____
Superintendent: _____
Theater Manager: _____

Date: _____
Date: _____
Date: _____
Date: _____

PLEASE SIGN AND RETURN TO:
 SULLIVAN SCHOOL DISTRICT ADMINISTRATION BUILDING
 138 TAYLOR ST., SULLIVAN, MO 63080 PHONE: 573-468-5171 FAX (573)-468-7720

Sullivan School District Performing Arts Theater Rental Charges

		Oct. 1- <u>Apr. 30</u>	May 1- <u>Sep. 30</u>
Group A	Non-profit organizations within Sullivan School District	\$ 700	\$ 800
	Non-profit organizations outside Sullivan School District with special approval granted by Sullivan Board of Education.	Fees are set by the Board of Education	
Group B	Non-profit organization using facility for purpose of selling ticketed seats plus \$2.50 per ticket sold.	\$ 500	\$ 600
Group C	Non-profit organizations using the facility for the purpose of donating all funds back to the Sullivan School District.	Whatever it Takes, Sullivan Community Choir Donation to Cover Actual Cost (Hourly rate schedules are found on Page 1, Items 8 & 9)	
Group D	Profit-making organization located within Sullivan School District		
	For one 5-hour performance and one 8-hour set-up/rehearsal – same day	\$1,200	\$1,400
	For each additional 5-hour performance	\$ 800	\$ 900
	For one 5-hour performance & no rehearsal	\$ 900	\$1,050
Group E	Profit-making organizations located outside the Sullivan School District		
	For one 5-hour performance and one 8-hour set-up/rehearsal – same day	\$1,875	\$2,075
	For each additional 5-hour performance	\$ 875	\$1,075
	For each 5-hour performance & no rehearsal	\$1,200	\$1,400

****Important Notice** Set-up and rehearsal times figured for eight (8) hours and performances for five (5) hours from opening until closing time. Any hours or part of any hours over the allotted time will result in an additional charge of \$150/hour.**

ALL PROGRAMS MUST BE CONCLUDED BY 11:00 PM

Included in the above pricing structure are basic custodial services (vacuuming & cleaning bathrooms,) basic sound and lighting systems operation (does not include changing lights from basic format,) and heating or cooling as needed.

- **INSURANCE REQUIREMENTS:** Persons, groups, or organizations, not a part of the Sullivan School District, wishing to use the district facilities are required to furnish proof of liability insurance. The below-listed methods are acceptable:
 - A. A Certificate of Insurance with a minimum of \$1,000,000 limit, which names the school district as an additional insured.
 - B. Special event coverage, naming the district as an additional insured.

Most organizations will either have insurance or will have to purchase the Special Events Liability Coverage for their protection and the school's protection. If needed, a link to purchase coverage is on the school's website. Should you have any questions concerning the use of the school facilities or the insurance coverage, please contact the Administration Office at 573-468-5171.

**SULLIVAN SCHOOL DISTRICT PERFORMING ARTS THEATER
RULES AND REGULATIONS**

1. No food or drink will be allowed in the theater auditorium, back stage, or sound room.
2. No smoking or vaping will be allowed in the theater auditorium, lobby, back stage, prop areas, or sound room. The Sullivan School District is a smoke-free environment.
3. No alcoholic beverages or illegal drugs are allowed in any building, facility, or on any school property.
4. All sets must be approved by the Theater Manager.
5. No activity will be permitted that might endanger the buildings or persons attending.
6. Nothing is to come directly in contact with the stage floor that is made of wood, metal, or any other surface that could damage the wood floor.
7. No confetti is allowed to be released in or around the building.
8. Nothing is to be attached to the stage floor, walls, doors, or any other fixture in the theater by tape, staples, nails, or any other means.
9. No one is allowed in the sound room or to use the sound and light boards.
10. No one is allowed in the ticket booth or closets without written permission from the theater manager.
11. Do not pull on or handle the stage curtains. The ropes should be used for opening and closing curtains.
12. Do not sit, stand, or walk on the front edge of the stage. Do not jump off the front edge of the stage.
13. Do not move props, risers, etc., on or off of the front of the stage. Use the back cargo door to bring these items on or off the stage.
14. No painting or construction of stage flats, props, etc., will be allowed in the theater or outside on the asphalt or concrete.
15. No equipment, props, or costumes will be stored in the theater.
16. Do not leave props, costumes, etc., in the dressing rooms, bathrooms, or back stage.
17. No running or loud noise will be allowed in the theater.
18. Keep feet off of the theater seats.
19. Do not enter or exit any doors during rehearsals except the doors joining the school and theater. During performances, the front lobby doors will also be used. The side entrances (doors leading to the stage stairs) should never be used to enter or exit the theater. Only the lobby doors are to be used for entrance and exit for audiences.
20. Do not uncover or play the grand piano without prior permission. The piano is not to be moved under any circumstances.
21. Any damages done to facilities or equipment will be repaired by the district. When necessary, replacement materials or equipment will be purchased. Bills for repairs or replacements will be billed to the user.

The undersigned has read and agrees to all Theater Rules and Regulations

Signature

Date

SULLIVAN SCHOOL DISTRICT
Custodial Work Order
Special Events/Theater

_____	_____	
<i>Event</i>	<i>Contact Person</i>	
_____	_____	
<i>Building</i>	<i>Room</i>	
_____	_____	
<i>Date of Event</i>	<i>Time of Event</i>	<i>Time Building Open</i>

Items Needed for Special Events and Theater

Chairs (# needed): _____	PA System: _____
Tables (# needed): _____	Risers: _____
Bench Tables (# needed): _____	Sound Shell: _____
Podium: Yes _____ No _____	<u>For Theater Events Only:</u>
Speaker/Microphone: Yes _____ No _____	Lights: _____
Extension Cords (# needed): _____	Grand Piano: _____
Other: _____	

The items listed on this form will be set up and removed by a custodian at an hourly additional fee for outside school groups. Additional equipment (i.e., audio visual, etc.) will be the responsibility of Sullivan School District personnel.

Is special setup needed? ☐ Yes ☐ No If yes, please attach a diagram.

(For Office Use Only)

Date Received _____	Custodian Assigned _____
_____ Supervisor	_____ Assistant Superintendent of Student Services or Superintendent