



JAMES CLEMENS HIGH SCHOOL

11306 County Line Road Madison, AL 35756

Amy Pugh Patel appatel@madisoncity.k12.al.us
M. Clinton Merritt mcmerritt@madisoncity.k12.al.us

Auditorium Usage Agreement

Organization _____

Name of Event: _____ Dates: _____

Contact Name _____ Phone (____) _____

Email _____

Mailing Address _____

Bookkeeper: _____

DATES REQUESTED

DAY 1	DAY 2	DAY 3	DAY 4
_____ / _____ / _____ Mon / Day / Year	_____ / _____ / _____ Mon / Day / Year	_____ / _____ / _____ Mon / Day / Year	_____ / _____ / _____ Mon / Day / Year <small>(if dates are during school break)</small>
Start Time _____	Start Time _____	Start Time _____	Start Time _____
End Time _____	End Time _____	End Time _____	End Time _____
[Total Hours _____]	[Total Hours _____]	[Total Hours _____]	[Total Hours _____]
Total Days _____		Total Hours _____	
Renter Signature _____			

This form must be completed before facilities will be scheduled for rental. Please allow 5-10 business days for confirmation of rental reservations. This document represents binding agreement between James Clemens High School and the organization and/or person(s) renting facilities. [The organization and/or person(s) renting facilities are to be referred to as "renter" in all instances. James Clemens High School will be referred to as "JCHS" or "James Clemens High School" in all instances. Completion and approval of this form consisting of four (4) pages will constitute a contractual obligation on the part of all parties.] Please return completed agreement to the address above.

Principal's Action: Approved _____ Not Approved _____

Signature: _____ Date: _____



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AUDITORIUM RENTAL FEES (to be completed by MCS prior to event)

Organization _____
Name of Event: _____ Dates: _____
Contact Name _____ Phone _____
Email _____
Mailing Address _____ _____

Non- Refundable DEPOSIT: when event is booked. (Will be applied toward RENTAL FEE)

	DEPOSIT DUE	\$250
INITIAL CHARGES:		
Facility Rental Fee Number of Rental Days _____ (6 hour day)	x \$1270	=
Overtime – Additional Charge: \$250 per hour _____ hours	x \$250	=
Please sign to indicate agreement _____	(MINUS \$250 DEPOSIT	
	- \$250	
	BALANCE DUE ON OR BEFORE DAY 1	

Possible CHARGES TBD after event:

Overtime – Additional Charge: \$250 per hour _____ hours	x \$250	=
<i>Excessive Messiness Charge</i>	x \$250	=
Auditorium Supervisor signature _____ Renter signature _____	Final charges to be invoiced after event	

Cc: Perigo Macklin

Fees and Scheduling

Please initial next to each item to indicate that you have read and understood the rules regarding fees as they are explained below. Your initials indicate your commitment to follow all rules regarding fees and payment.

INITIALS	Renter Agrees to pay the following fees for auditorium usage:
	1. DEPOSIT: A non-refundable deposit of \$250 is required BEFORE the Auditorium can be reserved for your group. If a group cancels their reservation, the deposit will not be refunded. We ask that you let us know at least 30 days in advance if you plan on cancelling your event. When the event occurs, the \$250 will go towards your remaining account balance.
	2. Facility Rental Fee: \$1270 per day for base rental price. (Maximum 6 hours/day). This covers an auditorium supervisor, student techs (if needed), & custodial services.
	3. Rental Time: Your rental time will start when you first enter the building. Your rental time will end when you last exit the building. Your time during the rental period can NOT be broken up. For example, your group cannot rent the space from 10 AM – 1 PM and then come back and rent the space from 5 – 8 PM. If you wanted to rent the space for these times, you would be charged for a total of 10 hours (10 AM – 8 PM).
	4. Excessive Time Charge: Auditorium Rentals are not to exceed 6 hours total occupancy during a given day. A prorated charge of \$250 per hour will be charged for every hour over 6 that the renter occupies the facilities. Occupancy means that people, equipment, props, costumes and/or scenery are in the building.
	5. After Hours Fee: Auditorium Rentals will not continue past 10:00pm on school nights. An after-hours charge of \$25 for every 15 minutes past 10:00pm on school nights will be assessed.
	6. Excessive Messiness Charge: Excessive messiness will result in a \$250 clean up fee. Food/drink or food/drink trash found in the seating area of the auditorium will result in an automatic clean up fee being assessed. It is the RENTERS responsibility to keep food and drink out of the auditorium.
	7. Auditorium Rentals are limited to 3 consecutive days during the school year and four consecutive days during school breaks, NO ONE WILL BE ALLOWED TO RENT THE AUDITORIUM FOR LONGER THAN THESE LIMITS ALLOW,
	8. The Renter <u>MAY NOT</u> schedule performances during any school day to avoid disruption of classes at JCHS. This rule will be enforced for <u>ALL</u> renters excluding Madison City Schools and/or schools within the Madison City Schools System, and JCHS organizations.
	9. Auditorium Rentals are subject to availability. In all cases Madison City Schools, JCHS and Schools within Madison City Schools System will be given preference over outside renters
	10. All fees for Rental MUST be paid in full by the FIRST day of rental. Fees for Excessive Time Charges, After-Hours Charges and Possible Excessive Messiness Charges will be invoiced and MUST be paid within 30 days. No future rentals will be scheduled for organizations failing to pay fees.
	11. Returned checks will be NOT be resubmitted to the financial institution from which they are drawn. Returned checks will be turned over to collection agency for collection. Additionally, any renter whose check is returned will not be allowed to rent facilities at JCHS again.

AUDITORIUM RULES

This sheet must be signed before rental will be approved. Breaking auditorium rules will result in the immediate cancellation of rental and/or expulsion of renters from JCHS. Future rentals will not be allowed and fees will be due regardless of cancellation.

1. NO FOOD OR DRINK ALLOWED IN THE AUDITORIUM OR BACKSTAGE.
2. Only JCHS personnel are allowed in the catwalks, sound booth, scene shop, or costume room.
3. Only JCHS personnel will operate, adjust, or handle sound and light consoles and equipment.
4. Chairs, tables, music stands, etc. belong to JCHS and are NOT included in auditorium rentals.
5. Renters are expected to provide their own tables and chairs for tickets taking and hospitality functions.
6. Rental includes access ONLY to stage, seating area, backstage dressing rooms, hallways around the perimeter of the auditorium, and auditorium restrooms.
7. Exterior doors are not to be propped open for any reason.
8. Curtains, tracks and pulleys may not be tied back, removed from battens or changed in position.
9. Electric battens are not to be loaded to exceed their marked load limits. General battens are intended only for drops, scrims and cycs. Hard scenery, plastics, and three dimensional scenery MAY NOT be flown unless safety checked by an International Association of Theater and Stage Employees (IATSE) or United States Institute for Theater Technology (USITT) certified rigging specialist or personnel with appropriate credentials. All credentials will be checked prior to use of battens.
10. Lighting instruments will be adjusted by JCHS personnel ONLY. A lighting plot provided 2 weeks prior to performance is encouraged to ensure lighting instruments are focused and gelled for performance.
11. Curtains and travelers are will not have scenery pinned or taped to them in any fashion.
12. Stand Lights, special effects lights, foggers, hazers, or any device creating heat or discharging materials of any type will be kept a minimum of 24 inches from all curtains, drops, or cycs.
13. No scenery may be screwed to stage floor.
14. No use of Duct Tape on the stage, Gaff tape is the only tape permitted.
15. Fire exits may not be blocked at any time.
16. Seating capacity for JCHS Auditorium is 803. Maximum safe capacity is 1166. Renters may not exceed this capacity for any reason.
17. No equipment other than JCHS equipment or equipment approved by JCHS personnel may be attached, connected or introduced to the house sound or lighting systems.
18. JCHS will provide two (2) replacement lamps for Source 4 ERS in FOH position, two(2) replacements lamps for Source 4 Parnel on pipe battens over stage, and one(1) replacement lamp for Cyc Fixtures during rental. Additional replacement lamps are the responsibility of the renter. All replacement lamps provided by renters will be left in JCHS fixtures upon completion of rental period.
19. All expendables such as gels, gobos, and tape (gaff, glow, spike) are the responsibility of the renter.
20. Any damage incurred to JCHS equipment, curtains, lights, sound/light consoles, or facilities during the course of rental is the sole responsibility of the renter. Equipment that is damaged must be repaired by certified repair technicians or replaced by the renter within 15 days of completion of rental contract. Failure to do so will result in immediate legal proceedings against renter.

I have read and understand all rules regarding rental of JCHS Auditorium. I agree to abide by all rules and understand that rental of JCHS Auditorium is contingent upon following these rules. I agree to pay all rental fees in the event that these rules are broken and my organization is expelled from the facility. I hereby release JCHS, Madison City Schools, JCHS personnel, and all employees of Madison City Schools from any and all liability either implied or express arising from my rental of the JCHS Auditorium.

Signature (representative of renting organization) _____ Date ___/___/___

EVENT PLAN

Number of audience members expected each day of event: _____

(This information may be used to determine the Custodial Charge.)

Event Technical needs

(Please be as specific as possible when describing the Technical Needs for your event. This information will be used to determine usage and number of Student Technicians.)

Lighting: Please describe your lighting needs. (Ex. Basic house lighting? Stage lighting? One look? Or several scenes? Follow spot operation?)

Sound

Please describe your sound needs. (Ex. Number of wireless handheld? Number of wireless body mics? Floor/area mics? Cd player? Laptop?)

Video Projection Please describe your video needs. (Ex. To be controlled by presenter on stage? To be controlled by Technician in booth?)

Note: Computer and files MUST be provided by RENTER

Stage

Note: All Scenery MUST be provided by RENTER. JCHS Technicians will NOT move scenery.

of Backdrops (MUST be provided by RENTER) _____



Student Technicians needed: _____

(to be determined by MCS prior to event)

- | | |
|---|--|
| <input type="checkbox"/> Lighting console | <input type="checkbox"/> Sound setup |
| <input type="checkbox"/> Lighting setup | <input type="checkbox"/> Projector console |
| <input type="checkbox"/> Sound console | <input type="checkbox"/> Batten/pipe operation |

Additional stage management or stage crew is the responsibility of the renter.

Madison City Schools Facilities Use & Rental/Use Agreement

This agreement is entered into between the Madison City Schools/ _____
_____ and _____ whose
representative and responsible individual is _____.

This contact may be reached at:

Telephone: _____
 Address: _____
 Facility: _____
 Room: _____
 Date(s) of Rental: _____
 Rental Cost: _____
 Madison City Schools agrees to furnish:

1. _____
2. _____
3. _____
4. _____

Additional Charge for any/all of above: \$ _____

The user agrees to the following:

1. Clean up of site including sweeping/vacuuming, emptying trash, etc. (Clean up charge may apply!)
2. Furniture will be placed as designated upon rental (set-up fee may apply!)
3. Damages to facility or furnishings will result in a damage fee.

Agreed to this day, _____ by and between

Madison City Schools Representative

User Group Representative

Must be completed by program supervisor before contract can be processed.

FUND	AT	FUNCTION	OBJECT	COST CENTER	FUNDING SOURCE	APP YEAR	PROGRAM	SPECIAL USE
XX	X	XXXX	XXX	XXXX	XXXX	X	XXXX	XXXX

Program Supervisor or Principal

Date

Coordinator of Personnel

Date

Superintendent

Date