

# Theatre Use Application

Issaquah School District No. 411 [www.issaquah.wednet.edu](http://www.issaquah.wednet.edu)

Attn: Facility Use Scheduler

565 N.W. Holly Street

Issaquah, WA 98027-2899

Telephone: 425-837-7127

Fax: 425-837-7614

Date received by District \_\_\_\_\_

**PLEASE SUBMIT AT LEAST TWO (2) WEEKS IN ADVANCE**

A Certificate of Insurance and proof of tax-exempt status is also required two (2) weeks in advance of rehearsal or performance. **Please complete, sign and return to the address listed above along with a Certificate of Insurance. A confirmation will be e-mailed or mailed to your address listed below.**

Date of Application: \_\_\_\_\_ School Requested: \_\_\_\_\_

Date(s) Requested for Rehearsal: \_\_\_\_\_

Date(s) Requested for Performance: \_\_\_\_\_

Event Time: From: \_\_\_\_\_ To: \_\_\_\_\_

Time Entering the School: \_\_\_\_\_ Time Leaving the School: \_\_\_\_\_

Name/Type of event: \_\_\_\_\_

Number of performers: \_\_\_\_\_ Expected audience: \_\_\_\_\_ Total: \_\_\_\_\_

\_\_\_ BASIC RENTAL - includes theatre seating, house lights and stage in front of curtain.

\_\_\_ FULL RENTAL - check requested items below (equipment varies among schools)

- \_\_\_ Dressing Rooms      \_\_\_ Rehearsal Room      \_\_\_ Curtain      \_\_\_ Piano
- \_\_\_ Light Board      \_\_\_ Non-standard lighting (requires approved plan)
- \_\_\_ Sound Board      \_\_\_ Band Shell size: \_\_\_
- \_\_\_ Band Chairs qty: \_\_\_      \_\_\_ Music Stands qty: \_\_\_      \_\_\_ Risers qty: \_\_\_
- \_\_\_ Ticket Booth      \_\_\_ TV/VCR      \_\_\_ O/H Projector
- \_\_\_ Projection Screen      \_\_\_ Other: \_\_\_\_\_

Theatre staff is required to operate the curtain, band shell, sound board, light board and any nonstandard lighting. The renter will provide power strips and extension cords.

**Group Requesting Facility:** \_\_\_\_\_ **Non-profit?:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City/State/Zip Code:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**PAYMENT OF FACILITY USE FEES:** The building rental and personnel fees are listed on the reverse side of this form. Confirmation of rental will include all fees. If the rental time exceeds the time listed on this application, additional fees will be billed accordingly after the event. Applicant agrees to the terms and conditions, as listed on the reverse side of this form and in the ISD Policy and Procedure 4260 and 4260P - Community Use of District Facilities.

**Signature**

**Date**

District Approval: \_\_\_\_\_ Date: \_\_\_\_\_ Reservation: \_\_\_\_\_

Certificate of Insurance: \_\_\_\_\_ Proof of Status: \_\_\_\_\_

# Theatre Use Application

## AGREEMENT

The signatory hereby makes application to the Issaquah School District No. 411, for the use of school district facilities described on the reverse side of this form and certifies that the information given is correct. The signatory further states that he/she has the authority to make this application and agrees to all of the rules and regulations as stated in Policy and Procedures 4260 and 4260P - Community Use of District Facilities. The applicant agrees to exercise the utmost care in the use of the school premises and property.

### HOLD HARMLESS AGREEMENT

Except for the district's sole negligence, the facility user shall agree to defend, protect, and indemnify for costs, legal and any and all other expenses or damages, and to hold harmless the district, its offers, employees, agents, and directors from any and all claims, liabilities or suits arising directly or indirectly out of the use of the district's facilities.

### CERTIFICATE OF INSURANCE

All Facility Users will be required to carry general liability insurance for not less than \$1,000,000 bodily injury and \$500,000 property damage. Certificates of Insurance (with Issaquah School District No. 411 listed as an additional insured) must accompany the Facility Use Application.

### RULES AND REGULATIONS (See Policy and Procedures 4260 and 4260P for complete list)

- Applications are not considered officially approved until a printed confirmation is returned to the applicant.
- At the sole discretion of the district, the district may cancel an approved facility use application if such action is deemed to be advisable or necessary
- All groups are obligated to notify the district if they cancel a facility use agreement. If the applicant does not give the district a 48 hour notice of cancellation, the applicant will forfeit the facility use fee
- The District may require that the full rental fee be paid two weeks in advance of the use. In most cases, facility users will be billed monthly.
- All groups must provide adequate adult supervision who shall remain with the group during all activities and be responsible for the group's compliance with all appropriate rules and regulations.
- A paid school district employee must always be in the building during the use of school district facilities.
- Profane language, disruptive conduct or possession and/or use of liquors, drug or narcotics shall not be permitted on school premises. State law prohibits use of all tobacco products on school property in accordance with RCW 28A.210.310.

### FACILITY USE FEES

Class 1 – Local Non-Profit Youth Groups (65% of participants must live within the Issaquah School District boundaries)

Class 2 – Other Youth & Adult Groups (youth groups not qualified as Class 1, adult non-profit groups, religious organizations, and government agencies)

Class 3 – Commercial Groups

Facility	Class 1	Class 2	Class 3
	Local Non-Profit	Other Youth & Adult Groups	Commercial
Classroom	No Charge	\$15.00 per hr	\$30.00 per hr
Library	No Charge	\$20.00 per hr	\$35.00 per hr
Elementary Multi Purpose	No Charge	\$20.00 per hr	\$40.00 per hr
Elementary Gym	No Charge	\$20.00 per hr	\$50.00 per hr
Middle/High Aux. Gym	No Charge	\$20.00 per hr	\$60.00 per hr
Middle/High Main Gym	No Charge	\$35.00 per hr	\$80.00 per hr
Middle School Commons	No Charge	\$35.00 per hr	\$55.00 per hr
High School Commons	No Charge	\$35.00 per hr	\$80.00 per hr
H/S Theater (IHS/LHS)	No Charge	\$25.00 per hr	\$55.00 per hr
H/S Full Stage (IHS/LHS)	No Charge	\$25.00 per hr	\$55.00 per hr
Skyline Theater	\$25.00 per hr	\$45.00 per hr	\$110.00 per hr
Skyline Full Stage	\$25.00 per hr	\$45.00 per hr	\$110.00 per hr
Computer Labs	\$35.00 per hr	\$45.00 per hr	\$80.00 per hr
Elem. Middle School Fields	No Charge	\$10.00 per hr	\$25.00 per hr
Tennis Courts	No Charge	\$5 per hr	\$15.00 per hr
Parking Lots	\$20.00 per day	\$40.00 per day	\$55.00 per day

### Custodial Services

Required for all rentals on Saturday and Sunday, after 10:00 p.m. on weekdays or during the summer after 3:00 p.m.

\$35.00/ hr (rate will be calculated based upon the time entering/leaving the building, plus 1½ hours, 3 hour minimum)

\$54.00/ hr (holiday overtime rate)

### Energy Fee

Elementary \$15.00/hr

Middle/High \$15.00/hr

### Theatre Personnel

Stage Manager \$30.00/hr

Student Technician \$13.00/hr

### Kitchen Personnel

On-site assistant \$32.00/hr

**These rates can be adjusted without prior notification.**

### District-Owned Equipment

The district will charge a flat \$25.00 per occurrence for equipment used such as piano, audio/visual, ticket booth, special lighting.

### Extensive Set-up Fee

Any group requiring extensive set-up, strike, clean-up, or with groups larger than 100 in attendance will be charged a \$35.00 set-up fee.

**INITIAL \_\_\_\_\_**