

REGIONAL SCHOOL UNIT NO. 18

File: KFB-R

FACILITIES USE PROCEDURE

Request for Use Form

Date of Application: _____

Organization or Individual: _____

Contact Person: _____ Phone: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Date(s) Requested: _____ Time of Event: _____

Equipment Needed

Sound Requirements

No. of handheld microphones: _____
Podium microphone: _____
Wireless lapel microphones: _____
Sound system: _____
Light board: _____
Headsets/ batteries: _____
Monitor speakers: _____

Lighting Requirements

General lighting (fluorescent): _____
Stage lighting: _____
Follow spotlight: _____
Black light: _____

Stage Equipment

No. of chairs: _____
No. of tables: _____
Choral risers: _____
Portable staging: _____

Curtains

Upstage black traveler: _____
Upstage white cyclorama: _____
Main curtain: _____

Visual Requirements

LCD projector: _____
Screen: _____
Overhead projector: _____
Television/DVD: _____

Use of Other Rooms

Dressing rooms: _____
Music room: _____
Cafeteria: _____
Kitchen: _____
Gym: _____
Classroom: _____

Please list any additional needs below.

Five horizontal lines for listing additional needs.

Contract for Use and Rental of School Facilities

I agree, on behalf of the organization named below, that all members and guests will observe the policies of the J. Duke Albanese Performing arts Center, and that we, individually and as an organization, will assume full financial responsibility for any and all damages to RSU 18 property during the period of use. I also agree that the organization will at all times hereafter indemnify RSU 18 against any loss, damage, or expense of any kind which the District may sustain or incur because of use of the building by our organization. We will further hold said school blameless for loss of any kind in connection therewith.

Organization or Individual: _____

Name of Agent: _____ Phone: _____ Email: _____

Signed: _____ Date: _____

Approval: _____ Date: _____

Estimated Cost:

Rental Fee:		\$ _____
Director:	_____ hours @ \$30 per hour	\$ _____
Technician:	_____ hours @ \$20 per hour	\$ _____
Rehearsal:	_____ hours @ \$20 per hour	\$ _____
Custodial Coverage:	_____ hours @ \$30 per hour	\$ _____
Cafeteria:	_____ hours @ \$15 per hour	\$ _____
Band Room:	_____ hours @ \$15 per hour	\$ _____
Cafeteria/Kitchen:	_____ hours @ \$25 per hour	\$ _____
Grand Piano:	\$140 (includes tuning)	\$ _____
Upright Piano:	\$90 (includes tuning)	\$ _____
Security:		\$ _____

Insurance (or attached copy of approved policy with RSU 18 additional holder)

Any non-school organization outside the District must have a combined insurance bond of \$500,000 for liability and damage with RSU 18 listed as an Additional Insured for the rental dates requested.

Estimated Total:	\$ _____
25% Deposit Due (nonrefundable):	\$ _____
Balance Due on First Day of Performance:	\$ _____

Any additional costs will be billed upon completion of technical and custodial hours. All bills must be paid within thirty (30) days. Late payments will be charged a late fee of 1.5% per month on the unpaid balance.

Please make check payable to:

J. Duke Albanese Performing Arts Center
Messalonskee High School
131 Messalonskee High Drive
Oakland, ME 04963