

RIALTO UNIFIED SCHOOL DISTRICT # T _____
REQUEST AND AGREEMENT FOR USE OF THEATER (PRODUCTIONS)
****MUST BE FILED FOUR (4) WEEKS IN ADVANCE OF REQUESTED DATE****

SITE REQUESTED _____ NUMBER EXPECTED TO ATTEND _____
 Rehearsal Date _____ Production Date: _____

SET-UP _____ AM PM TO _____ AM PM
 TAKE DOWN _____ AM PM TO _____ AM PM

TIME OF REHEARSAL _____ AM PM to _____ AM PM
 TIME OF EVENT _____ AM PM to _____ AM PM
Do not attempt to change your dates or times through Safety/Security Office.

TYPE OF PRODUCTION: _____

Cancellation Fee - 2 hour minimum rate within 48 hours

 Name of Organization _____ Organization's Address (Street, City, Zip) _____

 Print Name or Organization Representative _____ Representative's Position with Organization _____

 Signature of Organization Representative _____ Home Phone _____ Work Phone _____

 Home Address of Organization Representative _____ Date _____

(Outside entities involved in the activity, which charge or volunteer their services, must provide proof of liability insurance)

Will admission fees or collection of funds be taken? YES <input type="checkbox"/> NO <input type="checkbox"/>	Expected Gross Revenues \$ _____
---	----------------------------------

Proceeds will be used for what purpose? _____

DO NOT WRITE BELOW THIS LINE: THIS IS FOR USE BY DISTRICT PERSONNEL ONLY

APPROVED DENIED REASON: _____

APPROVAL SIGNATURES:	No. Staff	No. Hours	Date
Site Administrator _____	_____	_____	_____
Safety/Security _____	_____	_____	_____
Maintenance/Operations _____	_____	_____	_____
Custodian _____	_____	_____	_____
Facilities Planning _____	_____	_____	_____

Insurance Coverage Exp. Date _____

 Deposits and Insurance _____ Deposit Amount (2-hour min.) _____

STATEMENT OF INFORMATION: The undersigned states that, to the best of his/her knowledge, the school property for use of which application is hereby made will not be used for the commission of any act intended to further any program or movement of the purpose of which is to accomplish the overthrow of the Government of the United States by force, violence or other unlawful means:

That the organization/individual on whose behalf he/she is making application for use of school property does not, to the best of his/her knowledge, advocate the overthrow of the Government of the United States or of the State of California by force, violence or other unlawful means; and that, to the best of his/her knowledge, it is not a communist-action organization or communist-front organization required by law to be registered with the Attorney General of the United States. This statement is made under the penalties of perjury.

Organization's Designee _____ Signature _____

I have read and understand the "Use of Facilities Policy, Regulations & Fees" Brochure Signature _____
 Distribution: Original - Facilities Planning Office; Copy - School Site; Copy - Applicant (Mailed after all approvals); Copy - Maintenance/Operations; Copy - Safety/Security.

Available Facilities

8 hour usage for Performance. Includes stage lights, house sound system, ticket booth, dressing rooms.....	\$1,000
4 hour usage for Rehearsal. Includes stage lights, house sound system, dressing rooms.....	\$ 400
Each Additional Hour	\$ 150
Additional Costs	
Staffing (to be determined)	
Restoring stage draperies, lights to original house hang.....	\$ 200
Sale or Serving Food or Beverages (pre-packaged only).....	\$ 100

FOR NON PRODUCTION RATES (LECTURE ONLY/CHURCH SERVICES) COMPLETE B-48

EQUIPMENT REQUESTED

- Chairs (# _____)
- Risers-choral (# _____)
- Tables (include setting up) (# _____)
- Other (if available)

NOT AVAILABLE

- ✓ Strobes
- ✓ Microphones
- ✓ Fly System
- ✓ Two-way radios
- ✓ Laptops
- ✓ LCD Projectors
- ✓ Extension Cords
- ✓ Portable follow spot lights
- ✓ Mirrored Ball
- ✓ No keys given to applicant

Personnel services which are required or mandated by District policy will be charged at the hourly overtime rate because individuals will have completed their work day or be required to stay overtime to complete their regular work schedule.

- Audio/Visual Technician(s)
- Custodians (Staff to be determined by site)
- Lighting Technician (Staff to be determined by site)
- Safety/Security (Staff to be determined by Safety/Security Department)

HOLD HARMLESS: The undersigned hereby agrees to be personally responsible, on behalf of the herein named organization, for any damage sustained by the school building or appurtenances thereto accruing through the occupancy of said building by said organization, and further agrees to conform to all the Rules and Regulations of the Board of Education of the Rialto Unified School District governing the use of School Facilities.

The undersigned hereby agrees to hold the Rialto Unified School District, its governing Board, the individual members thereof, and all district officers, agents, and employees free and harmless from any loss, damage, liability, cost or expense that may arise during or be caused in any way by such use or occupancy of school property.

Organization's Designee _____

Signature _____